COLLEGE POLICY

Policy No. & Title:	**P-217 Leaves of Absence**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-10-31

Purpose

The College recognizes employees may require an absence from regular work hours/days, and for this reason, leaves of absence are available. Leaves of absence identified in this policy are intended to be inclusive of, and not in addition to, leaves in accordance with applicable legislation in the province where the employee works. The College will follow any applicable statutory requirements to the extent they provide a greater benefit than those available in this policy.

Scope

This policy applies to all College employees.

Definitions

College: The broader corporate entity that encompasses all business units including triOS College, Eastern College, Centre for Distance Education, Eastern College Online, triOS College Online and Lifecycle Systems.

Leave of Absence (LOA): A leave of absence occurs when a supervisor grants an employee an extended period off from their work responsibilities to handle a significant and sometimes unexpected personal event.

Guidelines

Since all employees are essential to the overall smooth operation of the company, unpaid leaves of absences are generally discouraged. An employee may request a leave of absence from their Manager. Approval may or may not be granted, based on the following:

- Duration of leave request
- Last leave and vacations taken
- The employee's personal performance
- The nature of or reason for the request
- Seniority within the company
- Company's ability to handle workload without the employee

An employee may request approval for an unpaid leave of absence. There must be an expectation that the employee will return to the College at the end of the requested unpaid leave. Normally, the duration of the leave will not exceed 12 months. Group RSP, benefit, and merit increase implications should be reviewed with People & Culture before an unpaid leave of absence is requested.

In general, employees must provide written notification to Management or People & Culture indicating reasons for and duration of any leave prior to the leave taking place (except in circumstances where Management deems it impossible for the employee to have provided notification prior to the leave).

Continuation of benefits coverage under the College's RBC benefits plan may be available while an employee is on a LOA provided certain criteria are met. Benefits coverage will cease for unpaid leaves of absences if they are more than one month in duration. Additional information is available from the People & Culture Department.

Procedures are provided for the following LOA types in P-217p Leaves of Absence Procedure:

- Bereavement
- Voting
- Jury/Witness/Other Court Appearance
- Paid Time Off
- Pregnancy/Parental
- Long-Term Disability (LTD)
- Worker's Compensation Benefits (WCB)
- Unpaid and Statutory Leave

Company Equipment
For all Leaves greater than 1 month, the use of company equipment (e.g., laptop or desktop computer, cell phone, Company vehicle, etc.) will be suspended for the duration of the Leave. All such equipment must be returned to the College prior to the start of the Leave. Exceptions may be made in limited circumstances upon the approval of People & Culture.

Related Policies
P-140 Employee Holidays
P-203 Employment Accommodations

Supporting Documents/Forms
P- 217p - Leaves of Absence Procedure
Leave of Absence Request Form
triOS Salary Employee Handbook
triOS Hourly Employee Handbook
Eastern Salary Employee Handbook
Eastern Hourly Employee Handbook
Ontario Employment Standards Act, 2000
Nova Scotia Labour Standards Code
New Brunswick Employment Standards Act