

## **SECTION 21**

### **LEAVE WITHOUT PAY**

- 21.01 Where operational requirements permit and with the approval of the Institute, leave without pay may be granted to a staff member for a variety of reasons, including but not limited to: participating in public affairs (federal, provincial or municipal); caring for a gravely ill family member or gaining required industrial experience. Request for such leave must be submitted at least two (2) weeks in advance of the anticipated date of commencement of such leave, before such request can be considered.
- 21.02 The Institute recognizes the right of a staff member to participate in public affairs. A staff member who accepts nomination for federal, provincial, or municipal office shall notify the Dean forthwith and shall be granted leave without pay from the date of the nomination or the date of issue of the election writ (whichever is later) until the election results are official. A staff member may request that the President waive all or part of this leave requirement. Such request shall not be unreasonably denied.
- 21.03 A staff member elected to federal or provincial office shall notify the Dean forthwith and shall either:
- (a) resign; or
  - (b) accept leave without pay for the duration of the term of office.
- A staff member who has held federal or provincial office for three (3) years or more and who is re-elected to federal or provincial office shall forthwith resign.
- 21.04 A staff member elected to municipal office shall notify the Dean forthwith and may, at the discretion of the President, be required to accept:
- (a) leave without pay for the duration of the term of office; or
  - (b) occasional leave without pay to avoid conflicting responsibilities; or
  - (c) a reduced workload with a corresponding reduction in salary.
- 21.05 A staff member may request compassionate leave under the Employment Insurance Compassionate Care benefits program. A staff member who has been granted such leave may apply for a continuation of the leave if required.
- 21.06 A staff member who proceeds on leave without pay in accordance with this Section shall, on completion of the leave without pay, be returned to the staff member's former assignment or be appointed to a comparable assignment.
- 21.07 Staff members on leave without pay may continue their participation in benefit plans, subject to specific plan requirements, and shall pay the full amount of any premiums required in a frequency/manner agreed to by the Institute.