

PROCEDURE FOR POLICY 6.10 – Leaves**1. General**

PMA Eligible staff members are encouraged to discuss their needs for paid and unpaid absences from the workplace with their supervisor as soon as possible. With the exception of Short Term Absences from the Workplace, all leaves must be approved by the supervisor, Dean/Budget Unit Head, or designate, and Human Resources.

2. Short Term Absences from the Workplace

PMA Eligible staff members should advise their supervisor of the requirement, purpose and length of the leave as soon as possible. In situations when the employee's return cannot be determined, such as jury or witness duties, the staff member should keep his/her supervisor informed of the expected return date.

3. Career Development Leave

A staff member may initiate a request for a Career Development Leave to the supervisor and Dean/Budget Unit Head or designate. The request must outline the timing of the leave, the period of the leave, the specific reason for the leave and the expected enhancements of skills or knowledge to the staff member.

6. Personal Emergency Leave

Eligibility for a Personal Emergency Leave is defined by the Ontario *Employment Standards Act*.

Staff members shall inform their supervisor before starting the Leave that he/she will be taking a personal emergency leave of absence. If a staff member must begin the leave before being able to give any notice, he/she must inform his/her supervisor as soon as possible. Notice does not have to be provided in writing, oral notice is sufficient.

The university is entitled to ask a staff member for evidence, reasonable in the circumstances, that he/she meets the eligibility requirements for a Personal Emergency Leave. The university may, in reasonable circumstances, require the staff member to provide a

9. Unpaid Leave of Absences

A request for a leave of absence without pay must be submitted to the supervisor as soon as possible, but no later than one month in advance of the leave. All requests must state the period involved and the reasons for the request. Upon approval by the supervisor, Dean/Budget Unit Head or designate and Human Resources, a letter outlining the details of the leave shall be issued by the Dean/Budget Unit Head to the staff member for signature.

10. Salary Increases

With the exception of a staff member who is on an unpaid leave of absence, unpaid political candidacy or unpaid career development leave, staff members on other leaves as defined in this policy, will receive any merit based salary adjustment in full and according to PMA Policy.

11. Vacation

After an unpaid leave of greater than 14 days, a staff member's vacation entitlement will be adjusted to reflect the absence.

12. Return to Work

Staff members should make arrangements to