

Title: Special Leave	Number: 5.20-9.1111.1
Approved by the Board of Governors Date: November 14, 2011	Implementation Date: November 14, 2011
History: Faculty/Staff Guidelines 1999 Scheduled Review Date: November 2014	Origin: Human Resources

Rationale

The College believes that continuous acquisition of knowledge by employees is vital to providing consistently excellent service to the college community. To strike the appropriate balance between employees’ needs and that of the College, paid special leave is available to eligible employees.

Policy

Special Leave is available to eligible employees to enable them to write an academic examination or to attend a course of study or meeting relative to the position held, not under the umbrella of College sponsorship. It entitles the employee to up to ten (10) days paid leave during a calendar year.

1. An employee may be granted paid special leave if he/she has successfully completed the probation prior to the commencement of the leave.
2. Temporary employees (individuals contracted for employment not exceeding three months per appointment), student employees and employees with a contractual appointment of less than twelve months are not eligible for special leave.

Abuse of Special Leave Privileges

- a. Abuse of special leave privileges may be grounds for disciplinary action.
- b. It is not permitted to seek gainful employment elsewhere while out on special leave.

Procedure

Purpose: To outline the policy and procedures for College employees’ special leave.

Authority: HLSCC Board of Governors

Eligibility: An employee may be eligible for paid special leave if he/she has successfully completed his/her probationary period prior to the commencement of the leave. An employee may be eligible for unpaid special leave if he/she has not completed his/her probationary period prior to the commencement of the leave. An employee must be employed for twelve continuous months, or more, to be eligible.

Accrual Rates: Special leave does not accrue and may not exceed 10 days in any 12 month period.

Use of Special Leave: Special leave will be granted under the following conditions:

1. The employee needs to write an academic examination.
2. The employee needs to attend a course of study or meeting relative to the position held.
3. At the discretion of the President.

Scheduling of Special Leave:

- a. All applications for special leave, including documentation of same, must be made in writing to the President via the immediate supervisor at least four weeks before the leave is due to be taken. Special leave usage must be approved in advance by the President. Supporting documentary evidence must be provided.
 - b. When special leave expires the employee is required to return to work. Failure to promptly return to work when special leave expires, or obtain approval for additional leave, may result in disciplinary action.
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