



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>LEAVES OF ABSENCE</b>
<b>Effective Date:</b>	March 22, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	March 22, 2015
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President delegated to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees [see list below]

This policy applies to:

- a) Academic and Support Staff Excluded from Bargaining Units as Members of the Board;
- b) Executive Staff;
- c) Senior Administrative Academic Staff;
- d) Administrative Academic Staff;
- e) GFT Staff;
- f) Academic Staff in the UMDCSA Bargaining Unit;
- g) Research Academic Staff;
- h) Sessional Professional Academic Staff;
- i) Other Academic Staff;
- j) Excluded Management, Administrative and Professional Staff;
- k) Medical Practitioners and Administrators;
- l) Student Support Staff;
- m) Out of Province Support Staff

## **Part I Reason for Policy**

To support the retention of University employees by providing opportunities for temporary leaves of absence from the employee's position to meet a variety of needs.

## **Part II Policy Content**

The University of Manitoba provides opportunities for an employee to apply for a temporary leave of absence from his/her position. If the application is approved, the employee will be guaranteed a return to the same or similar position upon completion of the leave of absence.

2.1 The leaves of absence provided by the University include:

- a) Maternity and Parental Leave in accordance with the Policy 607 Maternity and Parental Leave;
- b) Leaves for political purposes;
- c) Secondments to other organizations in accordance with the University Policy and Procedure on Secondments;
- d) Compassionate Care Leave; and
- e) Other personal leaves of absence.

2.2 The University will endeavour to permit the continuation of staff benefits coverage in accordance with the provisions of the staff benefit plans during the leave of absence. Normally an unpaid leave of absence will require payment by the employee of both shares of the benefit premiums or contributions. On a paid leave of absence the normal sharing of premiums or contributions continues.

## **Part III Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.

**Part IV  
Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

**Part V  
Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is March 22, 2015.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

**Part VI  
Effect on Previous Statements**

- 6.1 This Policy supersedes:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
  - c) 1111 Absences from Work (dated June 23, 1977);
  - d) 903 Leave of Absence (dated April 15, 1974); and
  - e) 606 Leaves of Absence for Political Purposes (February 5, 1991).

**Part VII  
Cross References**

Procedures: Leave of Absence

Policy: Maternity and Parental Leave

## Procedures: Maternity & Parental Leave