



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SECONDMENTS</b>
<b>Effective Date:</b>	June 22, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	June 22, 2015
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees – All Employees

### **Part I Reason for Policy**

To support the professional development and long term retention of University employees by providing opportunities for temporary leaves of absence from the employee's position to provide services to other organizations on a mutually agreed basis between the University and that other organization.

### **Part II Policy Statement**

2.1 The University of Manitoba encourages the professional development of its academic and support staff. The University also wishes to cooperate and collaborate with other organizations in the attainment of mutual goals. To this intent the University supports and encourages the sharing of human resources to the mutual benefit of both organizations and the employee.

2.1.1 In doing so, the University will provide opportunities for an employee to apply for a temporary leave of absence from his/her position in order to accept a secondment to another position with another organization. If the

application is approved, the employee will be guaranteed a return to the same or similar level of position upon completion of the secondment.

2.1.2 The University will also enter into secondment arrangements with other organizations to obtain the services of their employees.

- 2.2 The University will permit the continuation of staff benefits coverage based on the employee's position with the University in accordance with the provisions of the staff benefit plans during a secondment.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are 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 June 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; and
- c) Policy 903 Leave of Absence (dated April 15, 1974).

**Part VII**  
**Cross References**

Procedures: Leave of Absence

Policy: Leaves of Absence

Procedures: Secondments