



POLICY: Leave of Absence for Personal Reasons – Unpaid		POLICY NUMBER: PS-4-1
		PREVIOUS/REPLACES: Leave of Absence for Personnel GCBD
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 9, 2016	PRIOR VERSIONS: May 21, 2009

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) supports the retention of its employees by providing opportunities for temporary unpaid leaves of absence from the employee’s position to meet a variety of needs.

Staff at MITT requesting an unpaid leave of absence from regular duties will submit the appropriate leave request form. Each request will be evaluated on its own merit and impact on MITT operations. MITT retains the discretion to grant or refuse an unpaid leave of absence request.

Request for leaves will generally be made in advance with minimal disruption to MITT operations and other staff members will be considered in the approval process.

Leaves of absence without pay under this policy will not be considered as time worked for the purpose of service or vacation accrual.

2. Scope:

This policy applies to all MITT part-time and full-time staff that are not part of the collective bargaining unit.

This policy does not apply to a request for a leave of absence that falls under provincial legislation.

This policy will not interfere with the rights and obligations specified in the Collective Agreement with the Manitoba Teachers’ Society.

3. Procedure:

- i. A written request for a Leave of Absence must be submitted to the President or designate. The request should include the reason and probable length of the leave of absence. In the event that the President is requesting the Leave of Absence, they will submit the request to the Governing Board.
- ii. If approved, copies of the Leave Request will be forwarded to the People Services department.
- iii. Prior to the start of the leave, the employee should contact People Services to discuss the



effects of the leave on their benefit plan and to make arrangements to continue paying into the benefits plan as appropriate during the leave.

- iv. The employee on leave is required to keep their manager informed of their status at pre-arranged times. Failure to contact the manager at the expiration of the leave will be considered a voluntary resignation.
- v. If an extension is required, employees should contact their manager to discuss and submit an extension request in writing. Unpaid leaves will normally not extend beyond 1 year and the request will be assessed taking into account the needs of the department.
- vi. Academic staff must return at the beginning of an academic term.
- vii. Approval to return to work from a personal leave of absence prior to the arranged date shall be at the discretion of MITT.
- viii. If an employee decides not to return to MITT after a leave of absence written notice of their intention is required as follows:
 - The employee will provide a minimum of 10 working days written notice of an intention not to return from a leave of absence if the leave of absence is two months or less; or
 - The employee will provide a minimum of 4 weeks written notice of an intention not to return from a leave of absence if the leave of absence is greater than two months.

4. Administration:

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

Handbook
Collective Agreement

7. Definitions:

None