



## HUMAN RESOURCE POLICY

### **5.0 LEAVE ENTITLEMENTS** **5.07 DEFINITE LEAVE OF ABSENCE**

#### **Purpose**

To provide guidelines on when Saskatchewan Information and Privacy Commissioner (IPC) employees may take a definite leave of absence and under what terms.

#### **Application**

This policy applies to all IPC employees.

#### **Principle**

Definite leaves of absence provide employees with time away from work:

- to pursue family, personal, or development interests;
- as necessary to recover from illness or injury; or
- to meet legal obligations of the employer.

Supervisors are encouraged to provide employees with the flexibility needed to pursue family, personal and developmental interests promoting a healthy and balanced work environment.

A definite leave of absence is either “**mandatory**” or “**discretionary**” and without or with pay.

When granting a definite leave of absence (mandatory or discretionary), it is important to know that:

- The employee’s position cannot be staffed permanently – a permanent full time or permanent part time employee has access to the same position they are granted a definite leave from at the conclusion of the definite leave.
- An employee on definite leave has access to benefits while on leave and upon return from leave.

- If an employee's position/function is abolished prior to their return from their definite leave, they will be governed by the same provisions as if they had not been on a definite leave.
- A definite leave of absence may be granted for a period not exceeding twenty-four months. The Commissioner may approve an extension of the definite leave of absence for a period not to exceed a further 12 months if the Commissioner is satisfied that there are extenuating circumstances that make it in the interests of the IPC to do so.

Any employee on an approved definite leave of absence of 30 days or more shall be required to surrender their identification tag, parking/access card and keys, and any IPC owned equipment. The employee's computer account will be suspended until they return to work.

**Note:** for more information please see the IPC Guidelines and Procedures for Policy 5.07 Definite Leave of Absence.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*  
*The Saskatchewan Employment Act, 2013*

### **Influencing Sources**

Saskatchewan Public Service Human Resource Manual: Section 700  
SGEU Collective Bargaining Agreement  
Legislative Assembly Service Human Resource Policy 5.7.A  
IPC Guidelines and Procedures for Policy 5.07 Definite Leave of Absence