



HUMAN RESOURCE POLICY

**5.0 LEAVE ENTITLEMENTS**  
**5.08 INDEFINITE LEAVE OF ABSENCE**

**Purpose**

To provide guidelines on when an indefinite leave of absence without pay will be provided to Saskatchewan Information and Privacy Commissioner (IPC) employees.

**Application**

This policy applies to all IPC employees.

**Policy**

An employee may be granted an indefinite leave of absence by the Commissioner, Director of Compliance or the Director of Operations.

All indefinite leaves of absence are without pay.

**Eligibility**

An employee shall be eligible for an indefinite leave in the following circumstances (see IPC Guidelines and Procedures for Policy 5.08 Indefinite Leave of Absence for further details):

- After two years of definite leave due to a prolonged illness.
- After two years from the date of an injury covered by Workers' Compensation, or the day following the day the employee's sick leave credits are exhausted, whichever comes first.
- After employee is assessed as totally disabled by insurance carrier.

An employee is eligible to stay on an indefinite leave of absence as long as the original conditions, which necessitated the leave, still exist.

An indefinite leave of absence shall be granted for a period of up to one year (extensions may be considered). Prior to granting an extension of an indefinite leave of absence related to prolonged illness, a Worker's Compensation Claim or Disability, the Director of Operations will confirm that the original conditions which necessitated the leave still exist.

**Note:** for more information please see IPC Guidelines and Procedures for Policy 5.08 Indefinite Leave of Absence.

### **Authority**

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

### **Influencing Sources**

Saskatchewan Public Service Human Resource Manual: Section 703

Legislative Assembly Service Human Resource Policy 5.7.B

IPC Guidelines and Procedures for Policy 5.08 Indefinite Leave of Absence