

## PS 702-A Leave of Absence Without Pay Mandatory Definite Leave of Absence Appendix A

A definite leave is without pay and is automatically granted in the following situations:

Situation	Description	Eligibility	Maximum Definite Leave
Maternity/ Parental/ Adoption	Employee/employee's spouse is expecting a child; employee has adopted a child.	All employees <sup>1</sup> .	Up to 24 months.
	Employee must have completed 13 weeks consecutive employment and make application at least four weeks in advance of the estimated date of leave commencement to be eligible for maternity/parental/adoption leave.  (The employee is responsible to determine eligibility for federal Employment Insurance benefits.)		
Approved Leave under the Deferred Salary Leave Plan (DSLPL)	Employee has requested and has been approved a leave under the Deferred Salary Leave Plan.	Permanent full-time or labour service employees.	For the period approved on the DSLPL application form. For Deferred Salary Leave Plan information, see policy <a href="#">PS 713</a> .
Prolonged/ Extended Illness	Employee has been granted a leave of absence for illness.	All employees <sup>1</sup> .	SGEU – up to 24 months <sup>2</sup> , then indefinite leave. CUPE – up to 12 months, then indefinite leave. Out-of-Scope – up to 24 months, then indefinite leave.
Reserve Force Service	For training or active service (regular and emergency) with the reserve force (defined in the <i>National Defence Act</i> ).	All employees <sup>1</sup> .	Reasonable period.
Nomination, Candidate and Public Office <sup>3</sup> (municipal, provincial, federal election, or board of education or Conseil scolaire Fransaskois)	1. To seek nomination as a candidate; 2. To be a candidate; or 3. If elected, to serve the term.	All employees <sup>1</sup> .	1. Reasonable period. 2. Reasonable period. 3. Term of office.

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Situation	Description	Eligibility	Maximum Definite Leave
Compassionate Care	To provide care or support to an employee's family member who has a serious medical condition with a significant risk of death within 26 weeks of leave commencement.	All employees <sup>1</sup> . "Family member" is as prescribed in regulations pursuant to the <i>Employment Insurance Act (Canada)</i> .	Up to 28 weeks within a 52-week period.
Critically Ill Child Care	To provide care and support to the employee's critically ill child.	All employees <sup>1</sup> . "Critically ill child" is as prescribed in the regulations pursuant to the <i>Employment Insurance Act (Canada)</i> .	Up to 37 weeks.
Crime-Related Child Death or Disappearance	<ol style="list-style-type: none"> <li>Child (under age 18) dies and it is probable the death is a result of a crime.</li> <li>Child (under age 18) disappears and is probable it is a result of a crime.</li> </ol>	All employees <sup>1</sup> .	<ol style="list-style-type: none"> <li>Up to 104 weeks.</li> <li>Up to 52 weeks.</li> </ol>

<sup>1</sup> Term/non-permanent employees shall be granted a definite leave of absence. The difference is that the leave expiry date shall be the same date the term appointment was scheduled to end (not to exceed 24 months). As such, the break-in- service (180 calendar days) starts the first day after the leave expiry date/term appointment end date [for break in service for CUPE employees, see Article 8.02 b) v) and vi)].

<sup>2</sup> SGEU Labour Services employees are eligible for two (2) seasons of work, to a maximum of 24 months. Refer to Article 28 of the PS/SGEU Collective Bargaining Agreement for any special Labour Service provisions.

<sup>3</sup> Employees running as candidates in a provincial election are required to take a definite leave of absence without pay once the election writ is dropped (or earlier if political activity is believed to impair the employee's usefulness). Employees running as candidates in municipal, federal, school board or Conseil scolaire Fransaskois elections may be required to take a leave of absence if political activity is believed to impair the employee's usefulness