

# Leave of Absence without Pay – Mandatory

## Definite Leave of Absence

### Appendix A

*This document is the PS 702-A Leave of Absence without Pay – Mandatory Definite Leave of Absence – Appendix A*

### Definitions/ Guidelines

The following mandatory definite leaves are without pay and are automatically granted.

Note: Unless otherwise noted under eligibility, to be eligible for the leave, the employee must have completed 13 weeks of consecutive employment and make application at least four weeks in advance of the estimated date of leave commencement wherever possible.

The employee is responsible to determine eligibility for federal Employment Insurance benefits.

Leave Reason	Definition	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.
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.  Eligible employees with a minimum of one year of service.	For the period approved on the DSLP 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.  May be approved for employees with less than 13 weeks of continuous service.	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
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.	Reasonable period.

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<b>Leave Reason</b>	<b>Definition</b>	<b>Eligibility</b>	<b>Maximum Definite Leave</b>
Nomination, Candidate and Public Office (municipal, provincial, federal election, or board of education or Conseil scolaire Fransaskois or a band council)	<ol style="list-style-type: none"> <li>1. To seek nomination as a candidate;</li> <li>2. To be a candidate; or</li> <li>3. If elected, to serve the term.</li> </ol>	All employees.	<ol style="list-style-type: none"> <li>1. Reasonable period.</li> <li>2. Reasonable period.</li> <li>3. Term of office.</li> </ol>
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.	<p>All employees</p> <p>“Family member” is as prescribed in regulations pursuant to the Employment Insurance Act (Canada).</p>	<p>Up to 28 weeks.</p> <p>This can be taken in single or multiple blocks of time within a 52-week period providing no block is shorter than one week in duration.</p>
Critically Ill Child Care	<p>To provide care and support to the employee’s critically ill or injured child whose baseline state of health has changed significantly because of illness or injury. As a result, their life is at risk and they need the care or support of at least one caregiver.</p> <p>Their condition must be certified by a medical doctor or nurse practitioner.</p>	<p>All employees.</p> <p>“Critically ill child” is as prescribed in the regulations pursuant to the Employment Insurance Act (Canada).</p>	<p>Up to 37 Weeks.</p> <p>This can be taken in single or multiple blocks of time within a 52-week period.</p>

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Last revised: September 2020

Last reviewed: June 2019

Next review: June 2021

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Critically Ill Adult Leave	To provide care and support to an adult family member (age 18 or over) whose baseline state of health has changes significantly and whose life is at risk as a result of illness or injury and they need the care or support of at least one caregiver.  Their condition must be certified by a medical doctor or nurse practitioner.	All employees.  “Critically ill adult” is as prescribed in the regulations pursuant to the Employment Insurance Act (Canada).	Up to 17 weeks.  This can be taken in single or multiple blocks of time within a 52-week period.
Crime-Related Child Death or Disappearance	1. Child (under age 18) dies and it is probable the death is a result of crime. 2. Child (under age 18) disappears and is probable it is a result of a crime.	All employees.	1. Up to 104 weeks. 2. Up to 52 weeks
Bereavement Leave	A member of an employee’s immediate family dies.	All employees  “Immediate Family” is as prescribed in regulations pursuant to the Employment Insurance Act (Canada).	The leave can be for up to five unpaid days, and must be taken within the period beginning one week before and ending one week after the funeral relating to the death to which the leave is granted.

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Interpersonal Violence and Sexual Violence	<p>To access medical or professional services, to relocate, to seek legal or law enforcement assistance, or any other prescribed purpose as identified in the <i>Saskatchewan Employment Act</i>.</p> <p>For additional information please refer to the <a href="#">QA document</a>.</p>	<p>All employees who are victims subjected to interpersonal violence or sexual violence or parents/ caregivers of a victim.</p> <p>“Victim” is as prescribed in the <i>Saskatchewan Employment Act</i>.</p> <p>“Interpersonal Violence and Sexual Violence” is as prescribed in the <i>Saskatchewan Employment Act</i>.</p>	Up to five (5) employer paid days and five (5) unpaid days within a 52-week period. For Leave of Absence with Pay, see policy <a href="#">PS 701</a>
If requested by the employer, an employee is to provide written evidence in accordance with the <i>Saskatchewan Employment Act</i> .			

<sup>1</sup> Term/non-permanent employees shall be granted a definite leave of absence. For non-permanent employees, the leave expiry date shall coincide with the term appointment expiry date (term end date) and is 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)].