



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: SPECIAL LEAVE WITHOUT PAY

Policy No.	HR-402	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-402-PR	Effective Date	January 23, 2017

1. PURPOSE AND SCOPE

Employees may be provided special leave without pay, without resigning their positions, for up to 12 months to pursue community, family, educational, professional or other commitments.

This policy applies to all employees of College of the North Atlantic. Bargaining unit employees should also consult their respective collective agreement and the provisions of the collective agreement shall prevail.

2. POLICY

Responsibilities

College

It is the responsibility of the College to manage leave such that it does not unduly interfere with business operations.

Employee

It is the responsibility of the employee to formally request special leave without pay, sufficiently in advance, so that appropriate arrangements can be made.

3. PROCEDURE

The Vice-President Corporate Services and Chief Operating Officer shall ensure that procedures are implemented in accordance with this policy.

Approval History	
Approved by President	January 23, 2017