

Selkirk College Policies and Procedures		Title and number	6130 Unassisted Leaves of Absences	
		Replaces	B6010.1	
		Effective	1988-05-17	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	1998-04-15	
President	President	Recommended/Approved by Education Council	N/A	
		Approved by President	1998-04-18	

1 POLICY

The College recognizes the benefits of unassisted leaves to individuals and the College, and will grant such leaves in accordance with this policy providing such leaves do not unduly disrupt the operation of the College.

2 ADMINISTRATIVE REGULATIONS

The College may grant an unassisted leave of absence for the following reasons:

Short Term Leave - 1 to 20 days

- I. The President may grant short term leaves to provide for extended compassionate leave, extension of vacation credits and similar needs.

Long Term Leave - 21 days to 1 year

- II. The President may grant long term leaves for reasons of maternity, election to public office, secondments to other public educational institutions, agencies or bodies, seconded work experience related to the employee's duties, and activities similar to those granted for assisted leave.
- III. The President will normally grant to an individual a long term leave once every seven years for mostly personal reasons.
- IV. The President will not normally grant long term leaves for employment unrelated to the employee's duties, where the employee has accepted employment elsewhere or where the employee has been provided an unassisted long term leave in the previous seven years.

Other relevant policies:

6150 Employee access to college programs and courses, 6110 Assisted Leaves for Professional Development

Key words:

absence, unassisted, secondments, work experience