



Title:	LEAVES OF ABSENCE – FACULTY – POLICY AND PROCEDURES
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1. Preamble

This document is meant only as a summary and supplement to the provisions of the teachers’ collective agreement with respect to leaves of absence. Wherever possible, references to the FNEEQ (CSN) 2010-15 Collective Agreement have been included. All applications for leave must be submitted to the Human Resources Department within the deadlines indicated. Decisions on leaves of absence are made by the HR Department after any required consultation.

2. Maternity Leave (5-6.06 et al)

Maternity leave is normally 21 weeks paid leave @ 93% of regular salary, partially funded by the *Régime québécois de l'assurance parentale (RQAP)*. The employee must have 20 weeks' service in the College to be eligible. The employee must give at least two (2) weeks' notice prior to departure and , in cases eligible for RQAP, must coincide with the RQAP maternity leave. The teacher will be notified by the College four (4) weeks prior to the end of the maternity leave of her expected date of return. At that point the employee may apply for a parental leave of absence without pay (see clause 5. below).

3. Paternity Leave (5-6.21 et al)

In addition to the 5-day paternity leave with pay for the birth of a child by his/her spouse, a teacher is also eligible for a 5-week paid paternity leave partially funded by the *Régime québécois de l'assurance parentale (RQAP)*. This leave, which is normally five (5) consecutive weeks must be completed by the end of the 52nd week following the week of the child's birth. The employee must give at least three (3) weeks' notice prior to departure and include the date of return in the request. Prior to the end of the leave, the employee may apply for a parental leave of absence without pay (see clause 5. below).

4. Adoption Leave (5-6.30 et al)

Teachers who adopt a child other than that of one's spouse are eligible for a 5-week paid leave partially funded by the *Régime québécois de l'assurance parentale (RQAP)*. This leave, which is normally five (5) consecutive weeks, must be completed by the end of the 52nd week following the week of the child's arrival in the home. The employee must give at least three (3) weeks' notice prior to departure and include the date of return in the request. Prior to the end of the leave, the employee may apply for a parental leave of absence without pay (see clause 5. below).

5. Parental Leaves (Extension of Maternity, Paternity or Adoption Leave 5-6.38 et al)

These leaves immediately follow a maternity, a paternity or an adoption leave and may be partially funded by *Régime québécois de l'assurance parentale (RQAP)*. Notwithstanding any funding from *RQAP*, for collective agreement purposes they are all considered leaves of absence without pay. They may be on a full-time or a part-time basis. The employee must give at least three (3) weeks' notice prior to beginning the leave and the notice must include the intended date of return. The teacher's date of return will normally coincide with the beginning of a semester.

6. Leave for Family Reasons (5-9.06B)

These leaves apply to specific family situations when a teacher must be absent to fulfil family obligations for serious and specific reasons. The teacher who wishes to avail her/himself of such a leave will advise the College as soon as possible and provide, upon request, a proof to account for such an absence. For more information, contact the HR Department.

7. Leave with Deferred or Anticipated Salary (Sabbatical Leave) (5-12.00)

This plan provides the opportunity for a permanent teacher to reduce salary while working full-time in order to benefit from a leave with pay. The duration of the leave is either 6 or 12 months and the period of the plan is 2, 3, 4 or 5 years. The plan normally coincides with academic years and the leaves with one or two semesters in a single academic year. The plan will be the subject of a formal agreement between the College and the employee. The teacher who wishes to benefit from this plan must apply in writing to the HR Department.

8. Voluntary Workload Reduction (VWR) (5-14.00)

This plan allows full-time teachers to reduce their workload with little effect on other working conditions. On an annual basis the workload can be no less than 40% and no greater than 90% of a full workload. However, if the reduction is only for one semester, the workload must be no greater than 80%. The deadline to apply to the HR Department for a fall semester or for an annual reduction is May 15 while the deadline to apply for the winter semester only is November 15. The actual percentage of reduction will be the difference between a full workload and the workload as calculated by the CI formula for part-time workloads in the collective agreement.

9. Leave Without Pay (Personal Leave) (5-15.00)

This plan allows full-time teachers, including non-permanent teachers under certain conditions, to be absent without pay. The leave may only be renewed once. The leave may only be used to hold remunerated employment with written authorization after agreement at the labour relations committee (CRT). The deadline to apply for such leave is April 15 for the following academic year or October 15 for the winter semester only.

10. Half-time Leave of Absence (Personal Leave) (5-16.00)

This plan allows full-time teachers, including non-permanent teachers under certain conditions, to reduce their workload by half. This leave may be renewed from year to year. The deadline to apply for such leaves is April 15 or October 15, for the fall or the winter semester, as the case may be.

11. Professional Development Leave Without Pay (7-3.00)

This plan allows teachers to be on part-time or full-time leave to participate in professional development for a minimum of one semester and at most two years. The College requires adequate notice and an agreement between the College and the teacher.

12. Progressive Retirement (Annex V-1)

This plan allows full-time teachers who are within 5 years of being eligible to retire to reduce their workload by a minimum of 20% and a maximum of 60% while getting full year's credit towards the pension plan for each year of participation. Participation is for a minimum of one year and a maximum of 5 years. At the end of the plan the teacher must retire from the

College. The plan requires written notice from the teacher of 60 days and will be confirmed by formal agreement with the College. The beginning and end of the plan will coincide with the beginning and the end of academic semesters, including vacation periods.

13. Gradual Retirement (CARRA)

CARRA, the administrator of the College's pension plans, allows teachers who are aged from 65 to 68 to begin receiving their pension and continue to work for the College on a part-time basis. The sum of the part-time salary and the pension received during a twelve-month period may not exceed the teacher's full-time salary on the day of his retirement. On December 30 of the year the teacher turns 69, the teacher retires fully from the College and is considered to have resigned as of that date. The plan requires reasonable notice from the teacher and the plan will be confirmed by formal agreement with the College.

14. Conditional Leaves

If requested by the teacher, the College may withhold final approval of a professional development leave until June 1 or December 1 in individual cases, when the teacher is awaiting a response from a university or a professional school, from a funding agency or from an employer. Teachers must request this extension with appropriate documents before the leave deadline. Other conditional leave requests will be treated as personal leaves when requested outside the deadlines.

15. Recognition of Seniority and Experience

The College will strictly apply the seniority provisions of the collective agreement (5-3.00). These provisions vary with the type of leave and any questions should be referred to the HR Department. Similarly, recognition of experience during any leave is subject to the provisions of the collective agreement (6-2.00).

16. Effects of Leaves on Participation in Pension Plans

Maternity, paternity and adoption leaves with pay, along with sabbatical leave plans, are credited for pension purposes. Voluntary workload reduction plans and progressive retirement plans also give full credit for pension purposes provided the employee pays her/his full contribution as if s/he were not participating in the respective plan. All other leaves without pay (parental, personal, professional development) are periods eligible to be bought back for pension purposes. Requests to buy-back these periods from CARRA may only be processed once the leave is completed and must be processed through the HR Department.