



## Extended Leave of Absence - Procedure

Procedures covering leave of absence for support staff follow.

### 1. Eligibility

Employees may be eligible to apply for a leave of absence without pay where it can be shown that the leave of absence benefits both SEC and the employee.

### 2. Duration

A leave may be approved for up to one year.

### 3. Application Procedures

- a. The employee must submit a request, in writing, to the Director/Principal at least one month prior to the leave being taken
- b. The request must include the reasons for the leave and indicate the benefit to SEC and to the employee.

### 4. Approval

- a. The Director/Principal or designate gives the approval authority for leaves of absence.
- b. Approval considerations will include operational requirements.

### 5. Memorandum of Agreement

When a request for leave is granted, a memorandum of agreement outlining terms and conditions of the leave shall be provided to the employee by the Director of Operations.

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