

Passed By Council on:12/12/1994

Purpose

To enable management employees to receive time off work for a period of one (1) year.

Policy Statement

1. Approval must be first obtained from the Department Head before an employee can participate in this program and the granting or denial of such approval shall be solely at the discretion of the Department Head after consultation with the Director of Human Resources.
2. When approval is obtained it is to be forwarded to the Department of Human Resources for processing.
3. An employee has the option of salary deferment or taking leave without pay.
4. If salary deferment is chosen the permitted time frame and salary would be handled in one of the following ways. Either:
 - a. The employee will receive 66.67% of his/her normal salary for two years, with the employee taking leave for the third year. OR:
 - b. The employee will receive 75% of his/her normal salary for three years, with the employee taking leave for the fourth year. OR:
 - c. The employee will receive 80% of his/her normal salary for four years, with the employee taking leave for the fifth year.
5. During the period of leave there shall be no credits for Annual Leave or Sick Leave.
6. With respect to pension, if salary deferment is chosen, contributions will continue to be made to the plan based on the adjusted salary as outlined above including the year taken as leave. In the case of leave without pay, no pension contributions are to be made and therefore there will be no credit of service for that year.

Application

Responsibilities

Department Heads, Department of Human Resources.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Compensation Report, Regular Meeting of Council - December 12, 1994; Finance and Administration Standing Committee report - September 19, 2002; Regular Meeting of Council - September 23, 2002.

Review Period

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