

4.2 Voluntary Unpaid Leave with Deferred Salary Recovery Policy

Policy Statement

The Government of Nova Scotia is committed to assisting employees with balancing their work and personal responsibilities. In this regard, employees are provided with the option of requesting voluntary unpaid leave based upon personal circumstances. This is part of the government's ongoing effort to provide employees with flexible work options.

Definition

DEPUTY HEAD

The deputy minister or designate of a department, or the senior administrative officer of an agency not reporting to a deputy minister.

Policy Objectives

- Provide employees with an opportunity to balance work and personal obligations.
- Provide a cost-effective means for government to promote workplace flexibility.

Application

This policy applies to all government employees whose terms and conditions are set out in accordance with the *Civil Service Act* and regulations and all bargaining unit employees who are employed by the Government of Nova Scotia.

Policy Directives

APPROVAL

Consideration for approval of an unpaid leave request will depend upon the operational needs of each workplace and the provision of reasonable notice. The final decision will be made by the deputy head or designate.

DEFERRED SALARY RECOVERY

Recovery of the cost of unpaid leave will be at a minimum of one day's pay per bi-weekly pay period.

One instance of voluntary unpaid leave must be fully recovered before an employee is eligible to be considered for another instance of voluntary unpaid leave.

Recovery of the cost of unpaid leave is based upon the employee's rate of pay at the time the leave was taken.

DURATION

Request for voluntary unpaid leave must be for a minimum of two consecutive working days and a maximum of ten consecutive working days.

Issues of frequency and total duration of voluntary unpaid leave in any given year are operational matters to be decided by the appropriate deputy head.

Accountability

DEPUTY HEAD

The deputy head has the responsibility for ensuring the proper administration of this policy and delegating approval authority to managers/supervisors as appropriate.

MANAGERS/SUPERVISORS

Managers/supervisors who are delegated this authority by the deputy head have the responsibility for considering unpaid leave requests in accordance with the requirements of the policy.

EMPLOYEE

The employee is responsible for making an unpaid leave request to the appropriate manager/supervisor.

HUMAN RESOURCES DIVISIONS/CORPORATE SERVICE UNITS

Staff in the human resources divisions/corporate service units are responsible for providing support to departments regarding administration of this policy.

Monitoring

The Public Service Commission may conduct periodic audits of departmental practices to ascertain compliance with the policy requirements.

References

Nova Scotia *Civil Service Act* and regulations

Civil Service Master Agreement between the Province of Nova Scotia and the Nova Scotia Government Employees' Union

Collective Agreement between the Department of Transportation and Public Works and the CUPE Highway Workers (local 1867)

Collective Agreement between the Department of Justice and NSGEU Adult Corrections (local 480)

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

Approval date: **November 24, 2003**

Effective date: **November 24, 2003**

Approved by: **Executive Council**

Administrative update: **June 26, 2012**
