

Section: PS 703-A1
Leave of Absence without Pay Mandatory
Indefinite Leave of Absence
Appendix A.1

Last Revised: April 2005
Last Reviewed: April 2005
Next Review:

A mandatory indefinite leave is without pay and is automatically granted in the following situations:

Reason	Description	Eligibility	Maximum Time Period on Indefinite Leave
Crown Corporation	Employee accepts a position with a Crown established or continued pursuant to The Crown Corporations Act, 1993	All employees*	For as long as the employee is employed with the Crown
Unclassified Division	Employee accepts position in the unclassified division (e.g. Order-in-Council, permanent heads, etc)	All employees*	For as long as the employee is employed in the unclassified division
Prolonged Illness	<p>Adjudicated Claims</p> <p>(Claims accepted by a third party – employee’s disability insurance plan, other insurance agencies such as SGI, etc.)</p> <p>Non-adjudicated claims (prolonged illness for all other claims – other than adjudicated)</p>	All employees*	<p>Indefinite leave is approved for the length of time that the employee is unable to return to work due to prolonged illness (as supported by medical evidence or claim)</p> <p>Leave information:</p> <p>CUPE (all) – 1 year definite, then indefinite leave; SGEU – up to 18 months definite, then indefinite Out-of-Scope –up to 24 months definite then indefinite</p>
Prolonged Illness	<p>Non-adjudicated claims</p> <p>(prolonged illness for all other claims – other than adjudicated)</p>	<p>CUPE perm only</p> <p>Out-of-Scope (all)</p> <p>SGEU – n/a (access to re-employment list)</p>	<p>Indefinite leave is approved for the length of time that the employee is unable to return to work due to prolonged illness (as supported by medical evidence)</p> <p>Leave information:</p> <p>CUPE perm – up to 2 years definite leave, then indefinite leave</p> <p>CUPE non perm – up to 1 year definite leave. Non</p>

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			indefinite leave SGEU – 18 month definite leave, then reemployment list (no indefinite leave)
Workers Compensation	Employee is receiving payments pursuant to The Workers Compensation Act, 1979 – they will be placed on an indefinite leave 2 years after the date of injury or the day following the day when the employee’s sick leave credits are exhausted (whichever occurs first)	All employees*	For as long as the employee is receiving payments
Job Abolishment	SGEU employee (permanent only) elects to take an indefinite leave of absence as one of their initial choices upon job abolition	SGEU Perm Only	Refer to Article 19 of the SGEU collective agreement for more information

* Term (SGEU); temporary or part-time (CUPE); or non-permanent (out of scope) employees are eligible for the above mandatory indefinite leaves. The expiry date of the leave shall be the same as the term/non perm appointment expiry date.

Prior to granting an extension of a definite or indefinite leave of absence related to a long term disability, Human Resources should contact the employee directly to confirm continued receipt of LTD benefits.