

# PS 701-A

## Leave of Absence with Pay Other Reasons

### Appendix A

Last revised: September 2020

Last reviewed: June 2019

Next review: June 2021

*This document is the PS 701-A Leave of Absence with Pay Other Reasons – Appendix A*

## Definitions/Guidelines

### Leave for Interviews

An employee shall be provided leave with pay to attend employment examinations, interviews and/or observations conducted by the same employer (Executive government). The employee shall provide reasonable notice to the employer. Approval is mandatory.

### OH&S Required Training

In accordance with Section 19(3) of [The Occupational Health and Safety Regulations, 1996](#), "an employer shall ensure that time spent by a worker in the training required by subsection (1) is credited to the worker as time at work, and that the worker does not lose pay or other benefits with respect to that time." The employee will require approval from his/her manager to attend such training, once approved, leave with pay to attend the training is mandatory.

### Leave for Duties

An employee who is **appointed by the Government of Saskatchewan to a board, commission, committee, task force** or other body is entitled to be granted leave of absence with pay in order to carry out duties arising from that appointment. The employee shall provide reasonable notice to the employer and may be required to provide proof of appointment. Approval is mandatory.

### Medical Donor Leave

An employee who is donating an organ or bone marrow must be granted time off with pay for the time period required for the donation and recuperation. The employee shall provide reasonable notice to the employer. Prior to the employee receiving pay for that time period, the employee must provide a written statement from a qualified medical practitioner confirming the purpose and specific time period of the leave. Approval is mandatory.

### Interpersonal Violence and Sexual Violence Leave

An employee who is a victim of interpersonal or sexual violence or is a parent or caregiver of someone who is a victim shall be provided up to five (5) days of leave with pay and five (5) days of leave without pay to access professional services, seek medical attention, obtain legal or law enforcement services including attendance at court, or to relocate. Approval is mandatory. For additional information also refer to the [Questions and Answers document](#).

### Jury Duty / Subpoenaed to be a Witness

An employee subpoenaed to appear as a witness or to act as a juror at any official hearing shall be granted leave to do so. Approval is mandatory. In accordance with The Jury Regulations, 2000, no fee is payable to a person serving as a juror if that person is receiving income from his or her employer while serving as a juror.

The ministry is responsible for ensuring the proper subpoena or notice of call has been served on the employee and ensures the leave is recorded appropriately on the employee's timecard.

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#### **Leave to Act as a Union Representative on Staffing Panel (for SGEU employees only)**

The employee shall provide reasonable notice to the employer. Approval is mandatory.

#### **Military Leave**

The permanent head or designate may grant leave with pay to an employee planning to attend military-sponsored activities during normal working hours, such as:

- guard of honour, funeral attendance or other special occasions; or
- attending a two-week training or summer camp.

The employee is required to provide evidence of their attendance and a record of any payment received for such activities, prior to being paid for their leave.

If the employee is paid for their military service, the employer will pay the difference between that military payment and the employee's regular salary for that time period. Approval is discretionary.

#### **Education Leave**

The permanent head or designate may grant the employee education leave with or without pay in accordance with the government's [Education Leave Policy](#). Situations where leave with pay is commonly granted for educational purposes is attendance at workshops or training sessions, which have typically been pre-approved by the employee's manager. Ministries may have individual learning or training policies in effect. Please contact your manager, the Human Resources Service Centre, or your human resource business partner team for more information.

#### **For Examinations (CUPE Local 600 employees only)**

Whenever possible, the employer shall grant time off with pay to an employee who has qualified to write an upgrading examination for the purpose of improving his employment opportunities with the employer. The employee shall provide evidence of this qualification. Approval is discretionary.

#### **Other Reasons**

There are other reasons where an employee may be granted a leave with pay. The specific situations may or may not be covered by articles in the collective agreement(s) or regulations. If they are not specifically outlined in the collective agreement(s)/regulations, the leave is considered to be discretionary and the manager shall use the principles, as outlined in the policy, to guide his/her decision.