

## Taskroom PS 702 – B

### Examples Where “Discretionary” Definite Leaves of Absence Without Pay Are/Are Not Commonly Granted

#### Appendix B

Last revised: June 2018  
Last reviewed: June 2018  
Next review: June 2019

*This document should be used to provide guidance about the different situation where a leave of absence may/may not be granted.*

Situation	Description	Eligibility <sup>i,ii</sup>	Considered	Not Considered	Length of Time
Learning and Development	To encourage a continuous learning environment – education. Program may be short or long term. No requirement for education to relate to employee’s work.	All employees.	Should be considered if satisfactory arrangements can be made to accommodate the work. Leave provided should be in accordance with the <a href="#">Education Leave Policy PS 901-2</a> . May be supplemented by an indefinite leave depending on length of educational program.	Request contravenes the <a href="#">Conflict of Interest Guidelines PS 801-A</a> .	Length of leave typically correlates with length of educational program to a maximum of 24 months.
Work-Life Balance	Employee requires time away from work to care for child(ren), spouse, elder, other family members.	All employees.	Employers are encouraged to support a healthy work- life balance for employees.	Request contravenes the <a href="#">Conflict of Interest Guidelines PS 801-A</a> .	May be granted up to 24 months.
Personal Interest	Travel, hobbies, etc.		May be considered if satisfactory arrangements can be made to accommodate the work.		
Community Service	Non-profit, voluntary or community organizations.				
Involuntary Transfer	Transfer not accepted by employee.	Permanent SGEU only (Article 18.2.3).	May be considered and, if granted, employer may permanently staff the position. Employee only has right to apply for positions.	To be determined on a case by case basis.	May be granted up to one year (position can be staffed).

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Situation	Description	Eligibility <sup>i,ii</sup>	Considered	Not Considered	Length of Time
Career Development	Accept a <b>term/non-permanent</b> position with the same/another employer (full- time or part- time). Establish a business (request is temporary in nature).	All employees.	May be considered if satisfactory arrangements can be made to accommodate the work. If the employee is on initial or subsequent probation, the probation period may be extended by the length of the leave (see collective agreement provisions).	Request contravenes the <a href="#">Conflict of Interest Guidelines PS 801-A</a> .	Length of leave typically correlates with temporary work assignment to a maximum of 24 months.
	Accept a <b>permanent (full or part-time)</b> position with the same or another employer.	N/A.	N/A.	Not considered in the public interest. An indefinite leave is granted if the employee accepts a permanent position with a Crown or in the unclassified service (eg. order-in-council).	N/A (see <a href="#">Indefinite Leave Policy PS 703</a> ).
Spousal Relocation	Employee is accompanying spouse who has been relocated.	All permanent employees.	Permanent SGEU employees have the option of a definite leave  <b>OR</b>		Out-of-scope may request up to 12 months. SGEU may request up to 12 months, no extension; OR

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Situation	Description	Eligibility <sup>i-ii</sup>	Considered	Not Considered	Length of Time
			re-employment list (see Article 18.2.2).  Certain conditions apply for permanent CUPE employees (see Article 21.11).		re-employment list for three years. CUPE may request up to 12 months, no extension (position can be filled).
Other Situations		All employees.	Leave benefits both the employee and the organization. Leave is approved, used responsibly, is considered to be in the public interest, and does not constitute a conflict of interest in accordance with the Government of Saskatchewan’s <a href="#">Conflict of Interest Guidelines PS 801-A</a> . Leave supports the government’s objectives of delivering quality services.	Other types of leave apply; employer unable to make satisfactory arrangements to accommodate the work; request contravenes <a href="#">Conflict of Interest Guidelines PS 801-A</a> .	May be granted up to 24 months.

<sup>i</sup> Leaves for term/non-permanent employees are based on operational feasibility and, if granted, are not approved beyond the appointment expiry date.

<sup>ii</sup> Leave is cancelled if employee receives permanent employment (full or part-time) with another employer unless the definite leave is due to a spousal relocation.