

Section: PS 703-A2
Leave of Absence without Pay
Discretionary Indefinite Leave of Absence
Appendix A.2

Last Revised: April 2005
Last Reviewed: April 2005

Next Review:

Examples where "Discretionary" Indefinite Leaves of Absence without pay are/are not commonly granted (chart does not include situations where indefinite leaves are automatically granted – see "Mandatory" section of this policy):

Situation	Considered	Not Considered	Duration
Personal Leave for Family Reasons	To take care of children, spouse, elders, other family members. May be used to supplement time spent on a definite leave of absence. Definite Leaves should always be considered prior to an indefinite leave.	If employee accepts permanent employment with another employer (within or outside of government – full-time or less than full-time) while on leave, the leave will be terminated.	To be reviewed on an annual basis
Education	May be used to supplement definite leave of absence depending on total length of leave required. Refer to Education Leave Policy for more guidance.	Request contravenes Conflict of Interest Guidelines .	To be reviewed on a case by case basis. Not to extend beyond the length of the educational program.
Accept a permanent position with another employer (full-time or less than full-time)	If the position is with a Crown or the unclassified service, an indefinite leave of absence is mandatory.	Not considered to be in the public interest.	N/A
Spousal transfers	N/A	Covered under provisions of Definite Leave Policy	N/A
Other Situations	Ask the question before considering: What is the benefit to the employer?	Typically indefinite leaves of absence are not granted where the collective agreement or regulations provide for other leaves of absence or if there is no reasonable benefit to the employer. If the terms and conditions of leave contravene the Conflict of Interest Guidelines .	To be reviewed on a case by case basis Extensions should not be automatically granted

NOTE: Term (SGEU; temporary/part-time (CUPE); or non-permanent (out-of-scope) employees are not eligible for discretionary indefinite leaves of absence.

When considering an application for an indefinite leave of absence, the following principles shall be applied consistently and fairly:

1. Leave benefits both the employee and the organization.
2. Leave is approved and used responsibly and is considered to be in the public interest.
3. Leave supports the government's objectives of delivering quality services.

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4. Purpose of leave does not constitute a conflict of interest in accordance with the Government of Saskatchewan's [Conflict of Interest Guidelines](#).

If you need assistance, call your Human Resource Representative or the Labour Relations Branch, Public Service Commission.