

Definite Leave of Absence Excluding LOA to Accept Term Position

Last revised: October 2021
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This checklist outlines all the steps that a manager should apply in reviewing an employee's request for a leave of absence.

DEFINITE LEAVE OF ABSENCE CHECKLIST (EXCLUDING LOA TO ACCEPT TERM POSITION)		
Upon learning of leave of absence, complete the following portion of the checklist:		
Notification	<ul style="list-style-type: none"> ○ Consult HR Manual regarding Discretionary vs. Mandatory leaves of absence ○ For Discretionary LOA, contact Business Partner to determine whether to recommend. ○ Review, and if approved sign Leave of Absence (LOA) Request Form. ○ Forward LOA Request Form to appropriate signators. <i>Last signatory to forward LOA Request Form to HRSC. Copy to Business Partner for Personnel file.</i> ○ Notify HRSC immediately of any change in date of leave (that differs from original date on LOA Request Form). 	<input type="checkbox"/>
Entitlements	<ul style="list-style-type: none"> ○ Advise employee that annual entitlements will be pro-rated for the fiscal year to the last day paid. 	<input type="checkbox"/>
For Maternity / Paternity / Adoption Leave:	<ul style="list-style-type: none"> ○ Determine if sick leave will be used before the start of Maternity Leave. ○ If sick days are to be used before the commencement of Maternity Leave, ensure Leave of Absence Request Form indicates the estimated start date. ○ If employee does not have enough sick days to take in advance of Maternity Leave, advise of EI sick leave option. ○ Forward medical note to BUSINESS PARTNER for filing in Medical file. ○ Advise employee of Supplemental Employment Insurance Benefit (SUB) Program: Maternity – SGEU / Out of Scope; Parental – SGEU / Out of Scope; Adoption - SGEU / Out of Scope. ○ Forward appropriate form to HRSC with LOA Request Form. ○ Advise employee to send in all EI statements on a timely basis (3 days prior to payroll run) throughout the duration of the leave to the HRSC in order to receive the supplemental Top-up payment on regularly scheduled paydates. <p>If employee is in a term position at the commencement of the Maternity Leave (i.e. no permanent position held), advise of potential eligibility for the Supplemental Employment Insurance Benefit (SUB) Program upon return from leave. Advise employee to retain all EI statements and submit an Application For Special Retroactive Payment Supplement to Employment Benefit (SUB) Program upon return from leave: Maternity – SGEU / Out of Scope; Parental – SGEU / Out of Scope; Adoption - SGEU / Out of Scope .</p>	<input type="checkbox"/>
For Medical Leave:	<ul style="list-style-type: none"> ○ Discuss Sick Leave/Disability benefits with Business Partner 	<input type="checkbox"/>
For Apprenticeship Training Leave:	<ul style="list-style-type: none"> ○ Advise employee of Supplemental Unemployment Benefit (SUB) Program and obtain completed Application for PS/GE SGEU Apprenticeship Training Supplemental Unemployment Benefit (SUB) Program. ○ Forward to HRSC with LOA Request and Notification Form. 	<input type="checkbox"/>
For Compassionate Care:	<ul style="list-style-type: none"> ○ Advise employee of EI option. ○ Discuss with Business Partner. 	<input type="checkbox"/>
HRSC Employee Communication	<ul style="list-style-type: none"> ○ Advise employee to contact HRSC if their address changes. ○ Advise employee that they will be receiving information from the HRSC regarding benefit options while on LOA. 	<input type="checkbox"/>
Work Transition	<ul style="list-style-type: none"> ○ Obtain a summary of project work, process documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge. ○ Advise employee to transfer any electronic work files from personal drive to Ministry shared drive or disc (if applicable). ○ Develop a transition plan for employee's workload. This should include timelines and an outline of temporary job and training responsibilities. 	<input type="checkbox"/>
Staff Planning / Replacement	<ul style="list-style-type: none"> ○ Please refer to the hire and employee page for information about the staffing process. Your Business Partner Consultant is also available for support. 	<input type="checkbox"/>

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Prior to employee's last day, complete the following:		
Entitlements	<ul style="list-style-type: none"> ○ Advise employee that final pay statement and entitlement report will be sent to employee's home address by HRSC. 	<input type="checkbox"/>
Benefits	<ul style="list-style-type: none"> ○ Advise employee that they will be receiving information from the HRSC regarding benefit options while on LOA. 	<input type="checkbox"/>
Record of Employment (ROE)	<ul style="list-style-type: none"> ○ Advise employee that the ROE will be sent electronically to Service Canada. ○ Advise employee that they can apply for EI before they receive their ROE. 	<input type="checkbox"/>
Government Property	<ul style="list-style-type: none"> ○ Appropriate to leave type and duration, collect government property, including but not limited to: <ul style="list-style-type: none"> • Security / Access Card • Cell Phone / Blackberry / Pager • Transit Pass (Regina only) / Parking Pass • Keys / Uniform • Calling Card(s) • ID Card • Credit Card(s) / Purchasing Card* • Computer / Office Equipment * If employee is an authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser. ○ Forward Transit Pass to the HRSC. 	<input type="checkbox"/>
Government Systems	<ul style="list-style-type: none"> ○ Record passwords pertaining to accessing telephone messages and computer files. ○ Advise employee to record final voicemail greeting with phone number of contact person. ○ Five days prior to termination, submit a request to remove computer access including specific applications [i.e. One Client Service Model (OCSM), remote access (i.e. VPN, Connectra, gotomypc.com, etc.), mailboxes, etc.]. ○ Send request to remove MIDAS access to your MIDAS ministry approver prior to the employee's last day of employment: <ul style="list-style-type: none"> ○ MIDAS Financials Access to your Financial/Corporate Services Branch ○ MIDAS HR/Payroll to your BUSINESS PARTNER ○ MIDAS Timekeeping Administrator to PSCMIDAS-MHD@gov.sk.ca ○ Provide updates as appropriate: <ul style="list-style-type: none"> • Distribution Lists (internal) • Telephone Records / Government Directory (Corporate Services) • Organization Charts (BUSINESS PARTNER) • Email Groups (admin support) • Signing Authorities (Financial/Corp Services) • Scheduling Lists (internal) 	<input type="checkbox"/>
Communication	<ul style="list-style-type: none"> ○ Advise employee that an extension of a LOA requires the submission of a LOA Request and Notification Form to the Manager for approval 4 weeks in advance of leave expiring or as soon as possible. ○ Communicate work transition plan to co-workers and any other stakeholder(s). ○ Note: Initial Probation - if employee is taking an LOA prior to their Initial Probation Period expiring, Manager may extend the initial probation period. Ensure to communicate the extension in writing to the employee. Send written confirmation of the extension to the HRSC prior to the original initial probation expiry date. 	<input type="checkbox"/>
Timecards	<ul style="list-style-type: none"> ○ Ensure all timecards have been entered by having the Timekeeper run the Timekeeper Warning Report. If all timecards have not been entered, request employee to submit additional timecards to Timekeeper (if applicable). ○ If there are any future dated timecards please have Timekeeper delete them. ○ Ensure supplementary pay requests are submitted to HRSC (e.g. TAHD). 	<input type="checkbox"/>