

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.8 LEAVE OF ABSENCE

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 Except in emergencies, a request for a leave of absence should be submitted to the Supervisor at least one month in advance. All requests must state the period involved and the reasons for the request.
- 2.00 A leave of absence will be without pay or contributions by the University to the benefit programs. The staff member may continue benefits by making appropriate arrangements with the Department of Human Resources before going on leave.
- 3.00 There will be no accumulation of monthly vacation entitlement if the leave of absence is more than two weeks in any calendar month.
- 4.00 When a Leave of Absence is granted, a letter outlining the details of the leave shall be issued to the staff member and signed by the staff member and the Supervisor.
- 5.00 Application of the provisions of this policy is subject in every case to the requirements of the unit concerned and the University.
- 6.00 A staff member who is on leave shall be apprised at the earliest opportunity of any changes in Clinical Trials that have a direct impact upon the staff member's position.