

Political Leave (Exempt Employees) Policy

Category: Human Resources

Approval: PVP

Responsibility: Associate Vice-President, Human Resources

Date: July 4, 1995, Last Revised January 2016

Policy Statement:

The purpose of this policy is to define and describe the political leave option that is available to exempt employees of Trent University.

1. Political Leave

Trent University is committed to the principle that employees should be free to enter public life and to engage in political activity.

Employees shall be entitled to political leave for a maximum period of six (6) years in total as outlined in Item #3 of this Policy. In exceptional circumstances, following initial granting of a leave, requests to exceed this six-year maximum shall be referred to the appropriate Department/College Head. Where an agreement cannot be arrived at with regard to extending the maximum leave period, the matter shall be referred to the Associate Vice President of Human Resources whose decision shall be final.

An employee who intends to seek political office normally shall provide notice of such intent to their Department/College Head at least three (3) months in advance of the expected commencement date of the leave.

2. Campaign Period

An employee shall be entitled to a leave of absence from the duties and responsibilities of his/her position with pay as follows:

- One month: for election to the Parliament of Canada or to the Parliament of Ontario.
- One week: for election to a major civic position in Ontario.

In addition, an employee shall be entitled to a leave of absence from the duties and responsibilities of his/her position without pay for a period of one (1) month, normally, for election to Parliaments of provinces of Canada other than Ontario, and for a period of one (1) week, normally, for election to a major civic position in Quebec.

It is expected that for the period of the leave of absence the employee and the Department/College Head will agree to re-arrange the employee's duties to the mutual satisfaction of the employee and the Department/College Head. In this case the Department of Human Resources and the appropriate Vice-President shall be advised of these arrangements.

3. Election

In cases while an employee is elected to a public office referenced above, a political leave of absence shall be granted as follows:

- Parliament of Canada or Provincial Parliaments - Leave of absence without pay for a period, not normally, to exceed a total of six (6) years.

- Major paid Civic Post in Ontario - A pro rata reduction in salary and duties not to exceed 25%. The employee shall meet with their Department/College Head within five (5) days of being elected, to make appropriate arrangements for the continuation of their duties.

The University shall contribute to the University benefit plans on the basis of the actual salary paid to the member during the period of the leave.

4. Return to Duties

Normally, the employee shall advise his/her Department/College Head, at least six (6) months prior to the expiry of the political leave, of his/her intention to return to normal duties. An employee who intends to remain in elected office after the maximum period specified in this policy shall submit his/her resignation to their Department/College Head. If an employee continues to serve in elected public office after the maximum period specified, he/she shall be deemed to have resigned from the University.

Upon returning to their position, an employee who was elected to a major Federal, Provincial or Civic Post shall be granted merit increments and salary increases as applicable to their position and classification.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A