

6.T-2019: Political Leave

1. Overview

- 1.1 A permanent employee, on application, may be granted unpaid political leave of up to six (6) months in order to run for political office.

2. Eligibility

- 2.1 All permanent salaried full-time & part-time employees who have been employed with St. Mary's for at least 26 consecutive weeks are eligible for this unpaid leave.

3. Guidelines & Procedures

- 3.1 Employees wishing to request a leave in order to run for political office must submit their request in writing to their leader at least four (4) weeks prior to the intended start date. Said request must include the reason for the leave of absence, and the intended return to work date.
- 3.2 Employees may request a political leave of absence that may or may not be granted at the discretion of the employee's immediate supervisor and respective Vice-President. Requests will be reviewed on an individual basis, taking into consideration the purpose of the leave, the performance and length of service of the employee, the frequency of such requests, and the impact of the employee's absence on operations.
- 3.3 An employee will be required to exhaust any time off in lieu of overtime, accrued vacation, personal days and any other paid time off entitlements before being eligible for an unpaid personal leave of absence. If such paid time off is not available to the employee, the leave, if granted, shall be without pay.
- 3.4 If an employee is elected to political office, their position at St. Mary' University will be held until they no longer hold office.
- 3.5 During political leave, the employee may maintain benefit coverage by paying 100% of the employee and employer premium costs for the benefits they choose to keep.
- 3.6 Employees will not accrue paid Vacation while on a leave that extends longer than 30 days.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	September 2019	

4. Request Process

- 4.1 The employee shall advise their immediate supervisor and Human Resources of the circumstances as soon as reasonably possible, a minimum of 4 weeks written notice and provide an estimate of the time that the employee expects to be absent from duties. Employees on leave must also provide written notice of their intention to return to work as soon as possible and a minimum of 4 weeks' notice.