


**Leave for Work in
Another Position**

Section	4 – Employment Policies	Policy No	4.07
Employees Covered	Non-academic employees	Effective	September 2014
Subject	Leave for Work in Another Position	Authorized	

Definition and Purpose

This policy applies to requests for leave to take another position within or outside of Cape Breton University. Managers shall consult with Human Resources and the relevant Vice President prior to approving such leave requests. Employees in unionized positions will be covered by the applicable collective agreement.

This policy does not apply to authorized secondment arrangements.

Eligibility

Only non-probationary employees are eligible to apply for such leaves.

Such leaves will be for a maximum of one (1) year.

Leave to Take a Position Outside of Cape Breton University

Leave to take a position outside of CBU will not be granted except in exceptional circumstances. Exceptional circumstances may include situations where there is a working relationship with the organization offering the position, and/or there is a direct benefit to CBU. Consultation with Human Resources and approval by the relevant Vice President is required prior to the granting of such leave.

The leave, if granted, will be unpaid and continuation of benefits will be subject to the terms of the benefit plans. Benefit premiums will be 100% paid by the employee.

Leave to Take a Position Within Cape Breton University

Leave to take another position within CBU will not normally be granted except under exceptional circumstances. The department manager may approve the leave request only when the transfer has the approval of the University Executive Team (UET).

This does not apply to an employee who is temporarily assigned to a higher level position within the same department.

Ending of a Leave

Where a leave has been granted and a replacement employee has been hired, the employee on leave will only be able to return to his/her former position at the end of the approved leave period.

Implementation Date	Sep 2014
Next Review	Sep 2017