



EXTENSION OF LEAVE WITHOUT PAY (LWOP)

Q.1 What is it? Who does it apply to?

A.1 It is a leave without pay for up to 24 consecutive months that can be granted as per management discretion and operational requirements. This leave applies to all full time and part time CAT II employees and full time and part time CAT I non-unionized employees.

Q.2 When will it be effective in place?

A.2 The extension of the LWOP will be available as of 1 January 2019.

Q.3 What can I use this leave for? And why was it extended from 12 months to 24 months?

A.3 This leave can be taken to attend school, gain new experience by working or volunteering at another organization, and for lengthy personal situations that may not be covered under other types of leave within HRPOL, etc. The LWOP is extended to give the ability to employees to possibly gain useful knowledge and experience that they can possibly bring back to the organization after the LWOP.

Q.4 Do the same rules apply for the 24 months leave as they apply to the 12 months leave regarding pension and benefits?

A.4 The same rules will apply and they are defined in the Leave policy.

Q.5 Is my position protected while I am on LWOP and can I return to my position after the LWOP?

A.5 An employee returning from leave without pay shall be reinstated into the position occupied at the time the leave commenced, or in similar position at the then prevailing rate of pay unless other arrangements have been agreed to by all parties concerned.

Q.6 Will I continue to accumulate service and/or vacation while on extended LWOP?

A.6 No, as per policy, length of service and vacation are not accrued during LWOP that are beyond 2 weeks.

Q.7 Can I request 24 months of LWOP more than one time during my employment?

A.7 Yes and it may be approved based on management discretion and operational requirements.