

<b>Number:</b>	RHR-214
<b>Title:</b>	Refresher Leave
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	May 30, 2018
<b>Approved:</b>	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation establishes conditions under which Saint Paul University administrative staff may obtain a refresher leave and determines the forms of financial aid.

## 2. Regulation

### 2.1 Eligibility requirements

Any regular member of the administrative staff who is entitled to benefits may request a refresher leave after completing four years of regular continuous service.

A refresher leave may be granted for a period of time during which a staff member wishes to attend classes, theoretical or practical or to learn new work techniques to assume new or increased job responsibilities.

### 2.2 Length of the refresher leave

The length of the leave shall be suggested by the applicant based on the proposed training program. The leave shall not exceed twelve months.

### 2.3 Presentation of the request for leave

The staff member submits a request to his immediate supervisor at least four months before the beginning of the refresher leave. This request must include details of his refresher project, the duration of the leave and salary expectations.

The immediate supervisor discusses the request with the Director of Human Resources Services and transmits the request to the Administration Committee with his recommendations.

### 2.4 Financial aspects

The staff member on refresher leave may receive part or all of his regular salary, subject to the nature and duration of the submitted and approved project.

During his leave, the staff member may receive scholarships and remuneration from another employer, provided that this was clearly stated before the final approval of the leave.

During the leave, both the University and the staff member continue to make their respective contributions to the various benefit plans. The contributions are calculated based on the employee's full regular salary.

A staff member may include part or all of his annual vacation leave in the project presentation.

## 2.5 Commitment

The staff member who has obtained a refresher leave agrees to:

- submit a written report of the results of his leave to his immediate supervisor within one month of his return to work;
- continue working for the University for a period of time equal to at least twice the duration of the refresher leave. Otherwise, the amount of salaries and contributions he benefited from during his leave will have to be reimbursed to the University, on the basis of the proportion of time not completed. This total amount constitutes a loan made by the University until the commitment period has elapsed.

## 2.6 Restriction

The Administration Committee reserves the right to deny requests which are not in the best interests of the University.