A. Background and Definitions

B. Purpose

The intent is to clarify the information provided in Item 3.7.6 of the Terms and Conditions of Employment for Administrative Staff.

C. Practice Statements

1. Consistent with Item 3.7.6 of the Terms and Conditions of Employment for Administrative Staff, this Prepaid Leave Plan practice affords administrative staff the opportunity to take an absence from the College of between six (6) months and one (1) year and to finance the leave through deferral of appropriate salary amounts from previous years. Any administrative staff member having three (3) years of administrative service with the College is eligible to participate in the plan.

2. The College shall govern the prepaid leave plan. Deferred salary and interest will be accumulated and shall be paid to the staff member in suitable installments to begin at the commencement of the year of the leave. The individual employee and the College shall enter into a written agreement setting out the terms of the plan.

3. On return from the prepaid leave, a participant will be assigned to the same or equivalent position held by the participant prior to the leave period.

4. Administrative staff seeking to participate in a prepaid leave plan must request permission to do so from the President of the College on or before January 31. The request should indicate the dates for which the prepaid leave is requested and the type of salary deferral program requested; (e.g., two years deferral of one-third of annual salary, three years deferral of one-quarter of annual salary, four years deferral of one-fifth of annual salary or five years deferral of one-sixth of annual salary in each year following by one year of leave). Approval of individual requests to participate in the plan shall rest solely with the College.

5. Written acceptance or denial of the request, with explanation, shall be forwarded by the President to the applicant by May 1 of the year the request is submitted.
D. Related Documents and Links

Terms and Conditions of Employment for Administrative Staff

http://www.niagaracollege.ca/content/LinkClick.aspx?fileticket=XWiu2TEkndw%3d&tabid=1992&mid=6885