



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**50**

**Approval Date:**

August 1971

**Last Revision:**

April 2013

**Responsible Executive:**

Vice President, Academic and Provost  
(UBC Vancouver)

Provost and Vice Principal, UBC Okanagan  
Vice President, Human Resources

**Title:**

**Leave To Take Political Office**

**Background & Purposes:**

The University recognizes that its employees may wish to exercise their rights as citizens to seek political office. The purpose of this policy is to facilitate the civic engagement of University members by setting out the circumstances under which unpaid leave may be granted to members of all employment groups for political activities and the terms of such leave.

**1. Scope**

1.1. This Policy applies to salaried employees who are employed on an on-going basis by the University (“Employees”).

**2. Campaign Leave**

2.1. An Employee who stands for election to public office will be granted a leave of absence without pay upon request provided that the leave does not create serious difficulties for the Employee’s academic or administrative unit, colleagues or students. Such leave request will not be unreasonably denied and will be granted in accordance with the provisions of the Employee’s collective agreement, handbook, or employment contract. The period of leave will not normally exceed the period between the Employee’s nomination as a candidate and the day of the election.

**3. Leave During Political Office**

3.1. Recognizing that the following positions require a full-time commitment, an Employee who holds one of these positions will be placed on a leave of absence without pay as follows:

- 3.1.1. for a Member of the Legislative Assembly of British Columbia, from the date of election until the dissolution of the Legislature;
- 3.1.2. for a Member of Parliament of Canada, from the date of election until the dissolution of Parliament; and
- 3.1.3. for a Minister of the Crown or Leader of the Opposition, from the date of appointment until the person ceases to hold such office.

- 3.2. An Employee who becomes an elected member of a First Nations band council, municipal or city government, a School or Parks Board, or other political office that would not normally interfere with the employee's duties and responsibilities to the University will not normally be granted leave. However, a leave of absence without pay or a reduction of normal University duties may be granted upon request in circumstances where such elected position requires a time commitment that would interfere with the Employee's normal duties and is subject to the terms of the Employee's collective agreement, handbook or employment contract and approval by the Employee's immediate supervisor. Such leave or work reduction request will not be unreasonably denied provided that it does not create serious difficulties for the Employee's academic or administrative unit, colleagues or students.

#### **4. Conditions of Leave**

- 4.1. After the completion of a leave for political office as provided for above, an Employee is expected to return to the University unless granted further leave pursuant to this Policy. Failure to do so will be deemed as a resignation from the University.
- 4.2. An Employee granted full-time leave while holding political office is deemed to have resigned if his or her absence exceeds seven continuous years or two consecutive Parliaments or Legislatures, whichever is the longer, or the maximum period permitted in his or her collective agreement, handbook, or employment contract. Any extension to the maximum period permitted in an Employee's collective agreement is to be negotiated between the parties to that collective agreement. Any extension to the maximum period permitted in an Employee's handbook or employment contract is to be approved by the Employee's immediate supervisor. (Continuous leave is defined as leave which is not interrupted by a period of more than one full year at the University.)
- 4.3. An Employee who accepts an appointment to the Senate of Canada is deemed to have resigned effective from the date of appointment to the Senate. However, a member of the Senate may hold an honorary faculty appointment.
- 4.4. During the period of leave, an Employee shall have the right to keep in force any or all employment benefits and pension, as provided for in his or her collective agreement, handbook, or employment contract and subject to any terms and conditions of each applicable employment benefit policy, benefit plan contract, or pension plan, by assuming the total cost of the monthly contributions. Maintaining benefits coverage beyond two years of leave is subject to approval by the University and the insurer or benefit plan provider. The University will not make contributions to employment benefits or pension during the period of leave, except as outlined in the applicable collective agreement, handbook, or employment contract.
- 4.5. An Employee returning to the University after a leave for political office does so at the same academic rank or classification that the Employee occupied when the leave was granted. Length of service attained at the time of leave is granted will be maintained and will not accrue during the period of leave, except as outlined in the applicable collective agreement, handbook, or employment contract.
- 4.6. Vacation entitlement and sick leave reserve do not accrue during an unpaid leave of absence.

## **PROCEDURES**

**Approved: April 2013**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors".  
Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Assignment of Responsible Executive**

- 1.1. The Responsible Executive will be the Provost and Vice President Academic (UBC Vancouver) in relation to Employees at UBC Vancouver subject to the collective agreement between the University and the Faculty Association.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan in relation to Employees at UBC Okanagan subject to the collective agreement between the University and the Faculty Association.
- 1.3. The Responsible Executive will be the Vice President, Human Resources in relation to all Employees other than those identified in Sections 1.1 and 1.2 of these Procedures.

### **2. Process For Granting Leaves**

- 2.1. Any request for leave must be made in writing and submitted, together with the approval of the administrative head of unit, for approval to the Responsible Executive and any other person required by the applicable collective agreement.