



ARCHDIOCESE OF REGINA

Policy Name:	Leaves: Secondment Leave	Number:	S4-23
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: Staff may wish to take an unpaid leave to participate in non-profit organizational work.

- Procedure:**
- a) A request, in writing, is to be made to the employee's immediate supervisor, Archdiocese of Regina by the organization at least one month in advance. (Appendix P)
 - b) An employee may be granted a maximum of five (5) days per year to participate in non-profit organizations.
 - c) An additional request is to be made by the employee for the continuance of pay and benefits during the secondment.
 - d) An employee may decide to use accrued overtime or vacation for this leave.

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