

Political Leave Policy

University Policy No.: HR6425
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: June 2022
Supersedes: December 2000
Last Editorial Change:
Mandated Review: June 2029

Faculty Association Members: See the [Collective Agreement with the Faculty Association](#)

Purpose

- 1.00 This policy describes the circumstances in which the university will grant unpaid leave to employees who choose to pursue public office.

Definitions

- 2.00 For the purposes of this policy:

“campaign leave” means an unpaid leave of absence granted to a university employee to campaign for election to public office.

“political office leave” means an unpaid leave of absence granted to a university employee who has been elected to public office.

Scope

- 3.00 This policy applies to all university employees whose political leave is not otherwise covered by a collective agreement.

Policy

Campaign Leave

- 4.00 Campaign leave will, upon request, be granted to an employee who stands for election to public office.
- 4.01 The period of leave will not normally exceed the period between the issuance of the election writ and the day of the election, but in any event will not exceed four months.
- 4.02 Subject to statutory restrictions otherwise, campaign leave is contingent on arrangements being made that are satisfactory to an employee’s supervisor for carrying out the employee’s duties and responsibilities during the leave period.
- 5.00 A continuing employee on campaign leave is entitled to return to their same position at the university upon the expiration of the leave.

6.00 During campaign leave an employee will be provided the opportunity to keep in force all existing benefits and pension contributions by assuming the total premium cost (employee and employer premiums).

Political Office Leave

7.00 Political office leave will, upon request, be granted to an employee who is elected to the Legislative Assembly of British Columbia or to the Parliament of Canada.

7.01 Such leave will be granted until the dissolution of the Legislature or Parliament, or until the employee resigns their employment with the university, whichever comes first.

8.00 An employee who becomes an elected member of a municipal, city, or regional government, or school board, or who accepts appointment to the Senate of Canada, will not normally be granted political office leave.

8.01 A reduction of normal university duties may be granted, upon the employee's request, in circumstances where election to a municipal, city, or regional government, or school board, would interfere with the employee's normal university duties. A reduction of duties will be by way of an FTE reduction.

9.00 Subject to section 10.00, a continuing employee on political office leave is entitled to return to a position at the university, within the same salary range that the employee was in before the leave was granted, upon the expiration of the political office leave.

10.00 If an employee's political office leave exceeds two terms or seven continuous years (whichever is longer), then the employee is deemed to have resigned their employment with the university.

11.00 Employees on an approved leave of absence related to their municipal or similar political office that does not provide for benefits may, if they pay both their and UVic's premiums, continue on all benefit plans for a maximum period approved in writing by the respective benefit carrier.

12.00 Employees on political office leave in either the federal Parliament or provincial Legislature may only continue on certain benefit/pension plans if they prove that federal or provincial benefit plans are unavailable, or that they are unable to enrol in such plans. If allowed to continue on certain benefits, such will be for a maximum period approved in writing by the respective benefit/plan carrier, but in the case of pension no more than the statutory duration cap, and only if the employee pays both their and UVic's premiums.

Authorities and Officers

13.00 The following is a list of authorities and officers for this policy:

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice President Finance and Operations
- iii) Procedural Authority: Vice President Finance and Operations

iv) Procedural Officer: Vice President Finance and Operations

Relevant Legislation

[*Election Act, RSBC 1996, c 106*](#)

[*Income Tax Act, RSC 1985 c 1 \(5th Supp.\)*](#) and [*Income Tax Regulations, CRC c 945*](#)