

Leave of Absence

A leave of absence falls into three categories:

1. **Educational:** An education leave of absence is a leave during which the Member will be attending a full-time post secondary educational institution outside of the Association accredited program. Education leave may be granted for the period of time that is required to complete the proposed course of study. Educational institution is defined, for the purposes of this document as a provincially (or equivalent) accredited post-secondary institution.
2. **Maternity/Paternity/Long-Term Disability:** The Association defines long-term disability as a period of time over six months. Maternity, paternity and long-term disability leaves may be allowed, if needed, for a period of up to five years.
3. **Personal:** A leave for personal reasons may be allowed for a period of up to one year. An extension will be considered by the Board of Directors upon receipt of a further written request.

CONDITIONS

1. A leave of absence may be granted in extenuating circumstances as follows:
 - for both Certification Candidates and Certified Members, the leave is granted at the discretion of the Board of Directors;
 - the leave of absence is granted for a term of one year; and
 - extensions beyond one year require annual re-application.

PROCESSES

1. To request a leave of absence, the Member must submit a written request to the Board of Directors.
 - The written request should describe the need for and nature of the leave of absence, as well as the expected start date and duration of the leave.
 - In order to qualify for a leave of absence, the applicant must have maintained status.
 - The Member will only be considered upon receipt of the application with full supporting documentation.
 - If the Member has status maintained, and the application is received by June 30, the Member will be reimbursed 50% of the annual provincial dues.
 - If the Member has status maintained, and the application is received after July 1, the Member will be invoiced for 50% of the annual provincials dues for the following fiscal year.

2. While on approved leave of absence:

a) ***Certification Candidates:***

- are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- are not released from any other responsibilities or obligations to the Association;
- may not accumulate practical hours during the leave;
- if the leave is granted after any portion of the examination (written and practical) has been attempted, the Certification Candidate re-enters the examination process at the same level attained prior to commencement of the leave; and
- if no portion of the examination has been attempted prior to the leave, the Certification Candidate has the five year limitation extended by the length of the leave of absence.

b) ***Certified Members:***

- are required to pay 50% of their annual provincial dues each fiscal year for educational or maternity/paternity/long-term disability leaves;
- are not released from any other responsibilities or obligations to the Association;
- may serve on any Association Committee;
- are still eligible to serve as a Supervisory Athletic Therapist; and
- are able to reinstate their Membership to full active status prior to the end date of their full year leave.