



Corporate Procedure

Self-Funded Sabbatical Leave Procedure

Procedure #: HR.3-05-001

Policy #: HR.3-05

Sub-Topic: Total Rewards

Topic: Employee Attraction and Retention

Applies to: Regular Full-Time and Regular Part-Time, Non-Union Employees

Purpose

This Procedure supports the Self-Funded Sabbatical Leave Policy HR.3-05. It outlines employee and employer responsibilities for self-funded leaves, coordinating benefits, and OMERS administration.

Procedure

Employee Responsibilities

Eligible employees should:

Prior to Enrollment:

1. Familiarize themselves with the Self-Funded Sabbatical Leave documents, noting that Employees who return to employment for a period less than the length of their sabbatical leave will be required to reimburse the Employer the balance of the benefit premiums paid by the Employer during their leave.
2. Discuss their proposed sabbatical plan with their immediate Supervisor/Manager/Director in advance of commencing participation in the program.
3. Contact Payroll and Human Resources regarding Plan arrangements.
4. Complete a Participation Agreement and submit to their immediate Supervisor/Manager/Director for approvals.

Prior to Leave:

1. Discuss considerations for operational coverage with their immediate Supervisor/Manager/Director while on the sabbatical leave.
2. Discuss their benefit coverage for their sabbatical leave with Human Resources.
3. Confirm with Payroll their bi-weekly payments and deductions while on the sabbatical leave.
4. Set up Outlook email out-of-office and telephone notifications for desk and cell phones.
5. Discuss returning all Town owned devices and equipment to their immediate Supervisor/Manager/Director.

While on Leave:

1. Confirm their return-to-work date with their Supervisor/Manager/Director, in writing, at least two weeks before their return to work.

Returning from Leave:

Meet with immediate Supervisor/Manager/Director to:

1. Obtain required devices and equipment handed in prior to leave.
2. Discuss transitioning back to work.
3. Discuss measures of success and anything that may need to be addressed.

Employer Responsibilities

Management:

1. Meet with employees interested in participating in the Program.
2. In consideration of operational or service delivery needs, approve and sign Participation Agreements and obtain signatures of all signing authorities, including a Human Resources representative as required.
3. Ensure original signed Participation Agreements are forwarded to Human Resources for signature and processing.
4. Discuss the return of all Town owned devices with the participating employee and the re-issuance upon their return from sabbatical leave.

Human Resources:

1. Provide policy clarification and guidance on the Program and related policies to employees and management, as required.
2. Maintain and process employee records related to sabbatical leave documentation in a confidential manner.
3. Discuss benefit arrangements with the participating Employee.
4. Submit Participation Agreements to Payroll Services when received from an employee's immediate Supervisor/Manager/Director.
5. Support compliance with provincial legislation such as the Employment Standards Act and Regulations as applicable.

Payroll Services:

1. Provide information to employees enrolling in the Program on payroll matters.
2. Process the Employee's Participation Agreement to commence the Employee's self-funded contributions on the salary contribution pay period start date.
3. Transfer participating employee's contributions during their contribution period to an interest-bearing self-funded payroll account in accordance with their Participation Agreement. Processing payments for interest earned annually.
4. Coordinate benefit deductions with the Employee as appropriate.
5. Issue payments to participating employees from the established self-funded account in equal, bi-weekly payments for the duration of the Employee's sabbatical leave period.
6. Provide OMERS Form #165 – Leave Period Report/Election form to employees upon their return to work for the option to purchase the sabbatical leave period service.

Appendices/Other References

Self-Funded Sabbatical Leave Participation Agreement
Self-Funded Sabbatical Leave Salary Calculator
Self-Funded Sabbatical Leave FAQ

Corporate Policy

Salary Progression Policy #HR.9-02
Service Recognition Policy #HR.8-03
Sick Leave Policy #HR.11-04
Vacation Policy #HR.3-01

Other Government Legislation

[Employment Standards Act, 2000 \(ESA\)](#)
[Income Tax Act and Regulations \(6801\)](#)

Contact

Human Resources Department or at hr@newmarket.ca

Details

Approved by: Ian McDougall, Chief Administrative Officer
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