

4.10 Education or Service Leave

Paid education or service leave may be granted to any director level (Level 7 and higher) office staff employee who has completed six years of employment and is committed to continuing as an employee of X for at least one year after the leave. Thereafter, paid education or service leaves are permitted each time an employee has completed an additional six years of employment. Requests for education or service leave must be submitted to the Human Resource Office at least six months in advance of proposed leave.

If granted, paid education or service leave typically is either:

One to three months' leave at full salary, or

Four months' leave at 75% salary

If the employee is additionally remunerated during paid education or service leave, X will pay the difference between the above-described compensation and the third-party remuneration. During leave, the employee will receive normal benefits except further paid leave of any kind.

Tuition fees, travel and other costs during paid education or service leave are the employee's expense. Employees are encouraged to arrange for scholarship or other sources of income if possible. (Enrichment funds are available to reimburse from to the extent of the balance).

Employees who terminate employment within one year following a paid education or service leave are expected to return the salary paid to them during leave on a prorated basis based on the partial year of post-leave employment. Terminal sabbaticals are not permitted.