

**SECTION 19**  
**SPECIAL LEAVE**

- 19.01 If unanticipated or uncontrollable circumstances of a pressing necessity prevent a staff member, using their professional judgment, from reporting to work, leave without loss of salary or benefits shall be granted subject to the following:
- (a) Leave shall be limited to the time required to attend to the circumstances.
  - (b) The staff member shall notify the work unit leader in accordance with 14.01.
  - (c) Any absence under this Section shall not be extended beyond five (5) consecutive work days without the Dean's prior approval.
  - (d) Leave under this Section shall be limited to ten (10) work days per calendar year.
  - (e) Some examples of special personal leave include but is not limited to:
    - family illness,
    - bereavement,
    - travel time for illness and bereavement,
    - accidents,
    - the birth or adoption proceedings of an academic staff member's child.
- 19.02 In addition to 19.01, one (1) day per year may be granted for the following:
- (a) Administration of estate.
  - (b) Moving household effects.
- 19.03 Normal absence reporting procedures apply as per Section 14.