

## UNPAID LEAVE

## 2-70 Leave without Pay

2-70-1 Leave without pay may be granted by the Head of Post to permit an  
(2-70-1) F.S.O. or F.S.E. to be absent from duty for a short period which cannot be covered by his leave credits, and which is considered as an unavoidable or necessary absence.

2-70-2 For more extended periods of leave without pay, or leave without pay for  
(2-70-2) other purposes, the prior approval of the Deputy Minister is required.

## 2-75 Absence without Leave

2-75-1 Absence without leave is absence without the permission of the Head of  
(2-75-1) Post and must be treated as leave without pay whether or not the F.S.O. or F.S.E. has sufficient leave credits to cover the period of absence.

## \*LEAVE ENTITLEMENTS AT TIME OF SEPARATION

## 2-80 General

2-80-1 Leave entitlements at the time of separation shall be restricted to  
(2-80-1) those accrued up to the end of the month prior to the month in which separation occurs.

## 2-81 If Excess Vacation Leave Has Been Taken

2-81-1 When an employee subject to the Civil Service Act is struck off  
(2-81-1) strength and has, during the fiscal year in which he ceases to be employed, been granted more vacation leave than he earned that year and carried over from previous years, action shall be taken to recover from him by deduction from moneys payable by Her Majesty in right of Canada to that person or otherwise, an amount equal to the salary payments made to that person in respect of his period or periods of excessive vacation leave.

2-81-2 For the purpose of section 2-81-1, when an employee has been  
(2-81-2) granted more vacation leave than he earned during the fiscal year in which he is struck off strength and carried over from previous years, the most recent period or periods of vacation leave granted to the employee shall be deemed to be his period or periods of excessive vacation leave.