



Department of Education
September 15, 2023

Applicant c/o
Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 23-230

The Department of Education has searched Human Resources Department and has identified records responsive to Access Request 23-230 noted below:

I would like to have a copy of the policy regarding Leave without pay (LWOP) requests. Within this policy, or if a policy does not exist, I would like the following information:

1. The Deadlines for which LWOP requests need to be submitted for Yukon Education Employees.
2. The process followed to determine if LWOP is granted or not.
3. The criteria used to determine if a LWOP request is granted or not.
4. Does one person have the authority to grant LWOP requests independently and if so, what is their job title?
5. Does a group of people or committee members have the authority to grant LWOP and if so who is the committee comprised of?
6. Are there extenuating circumstances to grant a LWOP if it is submitted after the deadline?
7. If a LWOP is denied is there provision for an employee to appeal the decision for reconsideration?

Timeframe: August 1, 2021 - August 22, 2023

Decision

The Head of the Department of Education has approved the following response to this request:

Access Granted in Full

*Please Note: The policy changed in the timeframe identified, therefore both the old and new guidelines are attached.

Final Costs

There is no charge to the applicant.

Right to Complain

Pursuant to section 66 of the *Access to Information and Protection of Privacy Act* you may contact Yukon's Information and Privacy Commissioner with a complaint in respect to this response. Section 66 states:

An applicant may, in respect of the head of a responsive public body's response to their access request under section 64, make a complaint to the commissioner by filing the complaint in accordance with section 90.

Should you wish to do so, please refer your written complaint within 30 business days to the Information and Privacy Commissioner at:

Yukon Information and Privacy Commissioner
3162 Third Avenue, Main Floor, Whitehorse, Yukon Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; (toll free: 1-800-661-0408 ext. 8468)

Contact Person in Department

If the applicant has any questions, please contact the Designated Access Officer for Department of Education at edu.atipp@yukon.ca.