

Nova Scotia Institute of Agrologists Personal Leave of Absence Policy

This policy is meant to provide direction for members taking an extended personal leave of absence from their professional position. This personal leave could be for multiple reasons including, but not limited to, parental leave, medical leave, sabbatical etc.

Adhering to these guidelines will maintain a good membership standing with NSIA and will avoid the need to apply for reinstatement to the Institute upon your return to your profession.

1. A formal letter, outlining the reason for the leave and the anticipated return date, is to be submitted to the NSIA office prior to starting your leave, when possible, or, for emergency situations, within 30 days of the start of your leave.
 - 1.1. Please note we do not need details on the reason for your leave of absence, just the overarching explanation and the expected return date.
 - 1.2. Contact information must be provided for the time on leave.

2. A \$50 membership fee is required annually to maintain your membership status while on leave.

3. Upon returning from the leave of absence another formal letter should be submitted to the NSIA office and a prorated membership fee will be charged for the remainder of the calendar year.

4. Prorated PD hours must be submitted for the period prior to the leave as well as the period after returning from leave.
 - 4.1. Members on leave will be exempt from a PD Audit

***During your personal leave of absence, you are not a practicing Agrologist, are not permitted to use the designation and are not required to meet PD requirements.*