



Leave of Absence Policy

Issued March 14th, 2023

RATIONALE

The Architecture Association of Prince Edward Island is committed to supporting the life events and wellbeing of its members. Therefore, AAPEI has developed a leave of absence policy to consistently respond to the requests of its Licensed Architects and Intern Architects in providing a fair and transparent response to requests for temporary leave while considering individual circumstances. It will allow applicants to remain in professional standing over the duration of the leave.

This policy covers those members who are unable to carry out practice in the profession or who are unable to complete the Continuing Education hours for a temporary period of time by providing accommodation to both annual membership fees and to the mandatory Continuing Education hours requirements as outlined in the Appendix A and B. This policy does not cover Retired Members, Associate Members or Student Members.

CRITERIA

Each application will be reviewed on its merit to assess that the requirements for leave have been met, that public safety and interests have been duly considered, and that it is in the best interest of the profession to permit the leave. The Registrar will review all written requests for leave of absence along with supporting documentation, and the decision to either grant or deny the leave of absence will be communicated to the applicant following the next scheduled council meeting. If the request is denied, written reasons for denial will be provided. The applicant may appeal to the Registrar in writing if dissatisfied with the decision.

The length of the leave of absence is up to one year with the option to re-apply for an extension as may be required. Requests for extension can be submitted to the Registrar and will be assessed on a case-by-case basis. Members may apply more than once for a leave of absence during their career. In the case of parental leave, AAPEI recognizes the federal and provincial government legislation regarding the length of maternity and parental leave and will not require a request for an extension.

Licensed Architects and Intern Architects must submit their request for a leave of absence using the application form below and forwarding to **director@aapei.com**. The application must include the following:

- Start date of which leave will commence
- Expected date of which leave will conclude
- Reasons for leave which may include but are not limited to medical reasons, maternity/parental leave, family reasons, compassionate care, extended unemployment, pursuit of educational opportunities, unforeseen circumstances or other specified grounds
- Supporting documentation (such as doctor's note, Workers' Compensation, Unemployment Insurance, application for family leave)

CONDITIONS OF LEAVE FOR LICENSED ARCHITECTS

During their leave of absence, Licensed Architects will:

- Not practice architecture or represent that they are entitled to practice architecture during this time
- Maintain their member status as Licensed Architect
- Be entitled to retain the emblems of registration (certificate and seal)
- Not be required to pay annual membership dues
- Be assessed a pro-rated number of continuing education hours upon return
- Where holding a Certificate of Practice, ensure their practice is adequately supervised during their absence:
 - By assigning a replacement Licensed Architect
 - Provide the name of Licensed Architect who will assume control and supervision of the applicant's practice
 - Have the replacement Licensed Architect provide a letter of confirmation that they will assume responsibility for the practice and that they will not also be responsible for directing another practice during this time
 - Maintain their professional liability insurance

CONDITIONS OF LEAVE FOR INTERN ARCHITECTS

During their leave of absence, Intern Architects will:

- Not practice architecture under the supervision of a Licensed Architect or log hours towards their Internship in Architecture Program
- Will not lose any hours which have already been approved
- Maintain their member status as Intern Architect
- Not be required to pay annual membership dues
- Inform the Registrar if they plan to write the ExAC exam during the leave of absence

TERMS AND CONDITIONS

If an AAPEI licensed Architect or Intern Architect is found practicing or otherwise in violation of this policy, the member's leave will immediately be terminated, membership fees invoiced and continuing education requirements reinstated. The Registrar reserves the right to initiate a complaint against the member in violation of this policy. Any questions related to this policy should be directed to the Registrar.

APPENDIX A: Annual Renewal Fees

Upon approval of the Leave of Absence Policy, AAPEI will prorate membership dues for the number of months absent by applying a credit toward their outstanding dues payable at the end of the period of absence based on the following schedule.

Type	Yearly Dues	Dues deducted per month absent
Licensed Architect	\$600	\$50
Intern Architect	\$120	\$10

Example 1

A Licensed Architect is granted a one-year leave of absence from March 2022 to February 2023. They paid the full \$600 plus HST for their membership in 2022. When they return to work, \$500 (10 months @ \$50/month) from fees paid in 2022 is applied as credit towards the \$500 (10 months @ \$50/month) owing for fees in 2023, resulting in no cost for membership in 2023.

Example 2

An Intern Architect is granted a six month leave of absence from October 2022 to March 2023. They paid the full \$120 plus HST for their membership in 2022. When they return to work, \$30 (3 months @ \$10/month) from fees paid in 2022 is applied as credit towards \$90 (9 months @ \$10/month) owing for fees in 2023, resulting in a cost of \$60 for membership in 2023.

APPENDIX B: Continuing Education Pro-Rating of Hours

For Licensed Architects and those Intern Architects who are required to report hours for continuing education, AAPEI will prorate the number of required hours following an approved period of absence. The mandatory hours over a two-year cycle running from July 1 until June 30th are a minimum of 15 hours of Structured Learning and a minimum of 55 hours of Unstructured Learning. The required number of hours will be prorated by deducting 0.625 hours of Structured Learning and 2.29 hours of Unstructured Learning for each month missed over the period of absence.

Type	Hours deducted per month absent
Structured Learning	0.625 hours per month
Unstructured Learning	2.29 hours per month

Example

A Licensed Architect is granted a six month leave of absence from July 2022 to December 2022. They must log six months of continuing education for the six months of practice from January 2022 to June 2022. This is calculated by multiplying $6 \times 0.625 = 3.75$ hours for Structured Learning, and $6 \times 2.29 = 13.74$ for Unstructured Learning.

APPLICATION FOR LEAVE OF ABSENCE – Architects Association of Prince Edward Island

Name: _____

Email: _____

Date: _____

Membership: Licensed Architect Intern Architect

I, _____, as a member in good standing with the Architecture Association of Prince Edward Island, hereby declare to the Association that:

1. I have read and accept the terms of the Association’s Leave of Absence Policy
2. My leave of absence will be ___ months, commencing on _____ and ending on _____
3. My request for a leave of absence is due to:

- Medical Reasons
- Maternity / Parental Leave
- Family Reasons
- Compassionate Care
- Extended Unemployment
- Pursuit of Educational Opportunities
- Other: _____

Signature

Date

Address:
Architects Association of PEI
124 Sydney Street, Suite 303, Charlottetown C1A 1G4
PO Box 1766, Charlottetown C1A 7N4

For Internal Use:

_____ Registrar	_____ Date
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