

## Rationale

In order to appropriately respond to requests from our members for fee and registration accommodation necessitated by life changes or unforeseen circumstances, the AAA has adopted a policy that would permit Registered Architects (RAs), Licensed Interior Designers (LIDs), Intern Architects (IAs) and Intern Interior Designers (IIDs) to maintain their professional standing while taking a temporary leave of absence from practice or internship.

## Criteria

A temporary leave of absence of not more than one year may be granted to RAs, LIDs, IAs and IIDs in good standing (having no outstanding fees/dues or professional development (PD) requirements) who demonstrate a need for leave for reasons that may include but are not limited to: medical conditions, compassionate or family circumstances, maternity or parental leave, extended unemployment or pursuit of educational opportunities.

In the case of maternity/parental leave, the AAA adheres to the federal and provincial government leave timeframe and allows for a maximum of 18 months without a request for extension from the Registrar.

Each application will be reviewed on its merits by determining whether the requirements for leave have been met and whether it would be in the best interest of the profession to permit the leave. The Registrar shall advise the applicant of their decision within 30 days of the receipt of the application. In the event that the applicant is dissatisfied with the decision, the applicant may request in writing that the matter be brought to Council for consideration at the next regularly scheduled Council meeting. The decision of Council is binding and final.

## Conditions of Leave

### RAs and LIDs

During the period of leave the registered member will:

- a. retain registration status as an RA, or LID;
- b. not be required to pay annual membership dues;
- c. be encouraged (but not obligated) to complete professional development requirements; however, a member shall not be required to fulfill annual professional development requirements but rather shall be assessed a pro-rated number of learning hours over the length of the leave. When the member returns from leave, only learning hours completed during the current reporting period will be credited towards the pro-rated requirements.
- d. be entitled to retain the emblems of registration (certificate and seal);
- e. not practice architecture or licensed interior design or represent that he or she is entitled to practise;
- f. ensure that his or her practice is adequately supervised and managed by a replacement RA or LID; and
- g. complete and sign a Declaration of Acceptance of Terms of AAA Leave Policy – RA and LID, as attached.

### IAs and IIDs

During the period of leave the intern will:

- a. retain member status as an IA or IID;
- b. not be required to pay annual membership dues; and
- c. complete and sign a Declaration of Acceptance of Terms of AAA Leave Policy – IA and IID, as attached.

# Application for Leave of Absence

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Please note that an intern beyond the seven (7) year period is encouraged (but not obligated) to complete the PD requirements. When the intern member returns from leave, only the learning hours completed during the current reporting period will be credited towards the pro-rated requirements.

## **RAs and LIDs**

A registered member (RA or LID) requesting leave shall make application to the Registrar in writing, providing the following information:

- a. Length of leave requested and start/end dates;
- b. Reasons that leave is being requested, together with supporting documentation (such as doctor's letter or application for maternal or parental leave, Workers' Compensation or Employment Insurance benefits); and
- c. Name of the RA or LID who will assume direct supervision and control of applicant's practice, together with a letter of confirmation from the supervising RA or LID.

## **Interns**

An IA or IID requesting leave shall make application to the Registrar in writing, providing the following information:

- a. Length of leave requested and start/end dates; and
- b. Reasons that leave is being requested, together with supporting documentation (such as a doctor's letter or application for maternal or parental leave, Workers' Compensation or Employment Insurance benefits).

**Intern Architects please note:** the time spent on leave in accordance with this policy will not be counted towards the five (5) year period, after which the intern will be subject to the same fee as those members who are RAs or LIDs. It will also not count towards the seven (7) year period, after which interns will be required to fulfill PD requirements.

## **Applications for Extension**

The Registrar will review any requests for extension on a case-by-case basis.

RAs and LIDs who find that they require leave time beyond one year will have an option to change their membership status to Associate Member.

## **Sequential Leaves of Absence**

A member may apply for more than one leave of absence during his/her career.

## **Other Terms and Conditions**

A member found to be engaged in the practice of architecture or interior design during the period of leave or who otherwise violates the terms of the policy will have their leave immediately terminated. In such case, all waived or reduced membership fees and continuing education requirements will be invoiced and due immediately. An administrative fee of \$750.00 + GST, to cover the association costs of resources required to administer the leave, will be invoiced to the member and payable immediately. Members who violate the terms of leave may also be called before the Complaint Review Committee (CRC). The CRC may recommend additional disciplinary action be taken.

# Application for Leave of Absence

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## Declaration of Acceptance: Leave Policy Terms

Date: \_\_\_\_\_

AAA Registration #: \_\_\_\_\_

I, \_\_\_\_\_, as a member in good standing of The Alberta Association of Architects (the "association") hereby declare to the association that:

1. I have read and accept the terms of the association leave policy;
2. My leave will commence on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and will end on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.
3. My leave request is due to:

<input type="checkbox"/> Medical conditions	<input type="checkbox"/> Compassionate or family circumstances
<input type="checkbox"/> Maternity or paternity leave	<input type="checkbox"/> Pursuit of educational opportunities
<input type="checkbox"/> Extended unemployment	<input type="checkbox"/> Other: _____

4. The following supporting documentation is attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature