

The Leave of Absence Policy was approved by the Alberta Association of Architects Council and implemented in January 2010. The policy was created to address ongoing intern and registered members' requests to accommodate life changes. The leave types include but are not limited to, parental, medical, and unemployment leave.

To assist the administration in addressing the various types of requests, the policy is accompanied by this implementation guide. The guide communicates the different leave types and provides a standardized approach to leave requests.

The purpose of the implementation guide is to:

- ▶ Clearly state the leave policy's rationale
- ▶ Provide a transparent review process to assist applicants.
- ▶ Define a standardized Registrar extension review and approval process.
- ▶ Reiterate practice expectations for members on leave.

**The leave policy is meant to:**

- ▶ Provide temporary leave of absence meant to address member practice accommodation necessitated by life changes and unforeseen circumstances.
- ▶ Address leave types 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.
- ▶ Permit temporary leave for members in good standing.<sup>1</sup>

**The leave policy is not meant to:**

- ▶ Facilitate leave for members seeking to avoid payment and associated intern policies, i.e., Intern Annual Dues and Professional Development Policy Intern 5 and Intern 7, and Internship Time Limit Policy (10 years).
- ▶ Approve leave with an indefinite return date.
- ▶ Facilitate interns who may no longer work in a registered practice entity and who are unsure if they want to continue paying full membership due or complete professional education requirements (interns registered over seven years (IA7 and IID7)).
- ▶ Approve part-time, limited, and ad-hoc practice agreements for members who, for various reasons, may no longer be able to commit fully to the intern architect program. **Note:** Other registration options that accommodate the above include a change to membership status (voluntary cancellation).

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<sup>1</sup> Good standing defined in Section 7.14 of the Bylaws is defined as: *All fees, dues costs or levies are paid in full. The Shareholders, owners, officers and directors of corporate entities and firms remain in compliance with the requirements established in the Act and general regulations. Members comply and up to date with the mandatory continuing education program. There are no outstanding suspensions under an Order of the Complaint Review committee or by Council.*

## Approved Leave Types and Time

Leave Type	Leave Term	Extensions	Maximum
General Leave – may include, but not limited to, medical, compassionate care, education, and unemployment	Up to one year	Up to one year	2 years of leave (24 months)
Parental	Up to 18 months	Up to one year	2.5 years (30 months of leave)

The AAA leave types and terms adhere to federal and provincial government policies and standards. As a self-regulatory association, the exact procedural requirements do not guide us.

## Application Requirements

- ▶ Applications may be made for any one of the above leave types. The leave types may not exceed the duration and frequency indicated in the table above.
- ▶ Leave extensions will only be considered if they are continuous with the previous leave period and for the same purpose.
- ▶ The Registrar has the authority to request supporting documentation when evaluating leave applications and extension requests. If the requested documentation is not provided, the leave request or extension is considered incomplete, and the member remains active and subject to legislated practice requirements.
- ▶ One leave type is considered per application. A combination of leave types is not permitted.
- ▶ Approved leave under this policy can be granted a maximum of three times within ten years

The maximum permitted leave time (including extensions) connected to one application will never extend beyond 2.5 years. If a longer absence is required, alternative registration options (cancellation) must be considered.

## Internship Requirements

The AAA's role and obligation are to regulate the practice of architecture and licensed interior design in Alberta for the protection of the public. An internship is a transitional stage to develop professional judgment and skills for a successful career as a Registered Architect or Licensed Interior Designer. The leave policy supports a successful and expeditious transition and is implemented to address short-term situations.

One leave type is considered per application. A combination of leave types is not permitted.

Examples:

1. Intern requesting parental leave must submit a leave application. If they wish to change their leave type from parental to unemployment during their leave time, a new application is required.
2. Intern requests 18 months of parental leave from January 1, 2022, to July 1, 2023. An extension request of one year is requested to the Registrar to accommodate family obligations. Leave is extended to July 1, 2024.

Maximum amount of leave time including the extensions is 2.5 years.

Interns on leave:

**CAN** retain their emblems of registration (certificates and seal).

**CANNOT** practice architecture or interior design or represent to the public that they are entitled to practice.

**Intern Architects** wishing to write the ExAC exam while on leave should inform their Registration Administrator prior to registering for the exam.

## Intern Architect Program (IAP) and Intern Interior Design (IIDP) – On Leave Highlights

Intern members on leave will not lose the practice hours gained during their time in the IAP or IIDP.

The leave time approved by the Registrar will not be counted towards the active registration timeframe applicable to the Intern Architect / Interior Designer Policy IA5 / IID5, IA7 / IID7, and 10-year Internship Time Limit Policy. Your active internship registration period will be placed on hold.

Intern members on leave are still entitled to receive communication involving AAA news. They can also attend AAA events, annual general meetings, and special general meetings unless the event is only for registered / licensed members who hold legislated voting rights.

### Professional Development Requirements – IA7 and IID7

Interns that have been registered in the IAP or IIDP program for more than seven years and their member category is considered to be IA7 / IID7, are encouraged (but not obligated) to complete professional development requirements, with the exception of unemployment leave.

IA7 and IID7 on **UNEMPLOYMENT LEAVE MUST** complete PD requirements.

IA7 and IID7 on all other leave types are encouraged, but **NOT** required, to complete PD requirements.

Members approved for unemployment leave **must complete** professional development requirements.

### Dues and Approved Leave Time

The requested leave time is reported on the application. Approval from the Registrar is based on the leave type and the time stated in the chart on page 2.

The applicant is not required to pay annual membership dues during their approved leave period. Members that have paid dues will receive a credit for dues paid. The credit is standard and assessed based on the criteria below.

Members' requested leave time will be reviewed and approved to the date they confirm on the application.

Dues credits are processed separately from approved leave time and base and are based on the quarterly table amounts listed below.

## Dues Credits – Leave Amounts

### Intern Architects & Intern Interior Designers

Period	Credit	Dues Total	GST	Total Credit
January 1 – January 30	100%	\$135.00	\$6.75	\$141.75
February 1 – April 30	75%	\$101.25	\$5.06	\$106.31
May 1 – August 30	50%	\$67.50	\$3.38	\$70.88
September 1 – November 30	25%	\$33.75	\$1.69	\$35.44
December 1 – December 31	No Credit	No Credit	N/A	N/A

### Intern Architect 5 and 7/ Intern Interior Designer 5 and 7

Period	Credit	Dues Total	GST	Total Credit
January 1 – January 30	100%	\$975.00	\$48.75	\$1,023.75
February 1 – April 30	75%	\$731.25	\$36.56	\$767.81
May 1 – August 30	50%	\$487.50	\$24.38	\$511.88
September 1 – November 30	25%	\$243.75	\$12.19	\$255.94
December 1 – December 31	No Credit	No Credit	N/A	N/A

## Inquiries

Inquiries may be directed to the appropriate email address below or by phone at 780-432-0224.

- ▶ [Registration1@aaa.ab.ca](mailto:Registration1@aaa.ab.ca) (if the first letter of the firm name falls within A-L)
- ▶ [Registration2@aaa.ab.ca](mailto:Registration2@aaa.ab.ca) (if the first letter of the firm name falls within M-Z)

Note: for firm names starting with a number, use the first letter of the first number spelled out (for example: if your firm name is 123 Architecture, your application would be sent to the Registration2 email).