

# Taking a Leave of Absence

## Planning to Leave

In Saskatchewan, registrants may request a leave of absence - time away from their career to take care of unusual circumstances and other life events. Typical reasons for leave requests include pregnancy/maternity, parental responsibilities, family emergencies, illness, bereavement or to report for military duties.

Bylaw 725.1 states: "A salesperson or associate broker shall give written notice to the broker or branch manager in person or at the office of the brokerage when he/she is ceasing to represent the brokerage. This notice shall be given prior to termination and shall indicate the date that the salesperson or associate broker will cease to represent the brokerage." It is the responsibility of the supervising broker to terminate the registration on the Commission's Online Registration System of the individual taking the leave effective the date the leave is to commence.

Section 54(2)(b) of the *Act* states the brokerage shall, no later than five days after the broker, branch manager, associate broker or salesperson has ceased to represent the brokerage, give notice in writing to the Commission that the broker, branch manager, associate broker or salesperson has ceased to represent the brokerage together with the reasons.

The legislation referenced above is in place for all circumstances whereby a registrant plans to discontinue representing a brokerage, not just for leave of absences.

## While on Leave

While the registrant is on leave, they are exempt from mandatory deadlines of the Commission. For example, the registrant is not required to take the annual continuing professional development course by May 31st.

## Planning to Return

Commission Bylaw 308 (Re-Registration) states, in part, an applicant for registration as a salesperson, associate broker, branch manager or broker meets the applicable education requirements, if he/she has been registered within the preceding two years from the date of application to trade in an equivalent registration. Meeting the applicable education requirements includes completing all outstanding continuing professional development course(s) before they are eligible for reinstatement of their registration. The individual should contact the Commission in advance of their expected return date to confirm which course(s) need to be done and the staff will assist with providing the education link and any other information needed in order to complete the course(s).

Once the two-year period has lapsed, a registrant is considered a new applicant and must complete the pre-licensing course and pass the applicable exam(s) to be eligible for registration.