UNIVERSITY OF BRITISH COLUMBIA
DEFERRED SALARY LEAVE PLAN

Application Process

1. At least two months' notice is required prior to the employee commencing the Plan.

2. Approval is required by the employee's unit Dean, Director or Department Head and the Vice President, Human Resources or Director, Human Resources.

3. Human Resources is responsible for processing the appropriate documents required for the employee to commence on the Plan once approval is granted.

MEMORANDUM OF AGREEMENT

The undersigned have read and agree to the terms and conditions of the Deferred Salary Leave Plan.

The Deferral Period of the employee's enrolment in the Plan shall commence on __________________ and terminate on __________________

The employee's Deferred Salary Leave will commence on __________________ and terminate on __________________

4. During the Deferral Period, the employee agrees to be paid at the rate of _______% of their annual salary.

5. During the Deferred Salary Leave, the employee agrees to be paid the deferred amount remaining, which shall be calculated in accordance with the terms and conditions of the Plan.

6. The employee agrees that during their Deferred Salary Leave they will be responsible for 100% of the premium costs associated with their participation in group benefits.

_________________________________________  __________________________
Participant  

Date

_________________________________________  __________________________
Dean, Director or Department Head  

Date

_________________________________________  __________________________
Vice President, Human Resources  

Date