

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