

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 Associate 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 \_\_\_\_\_.

3. During the Deferral Period, the employee agrees to be paid at the rate of \_\_\_\_\_% of their annual salary.
4. 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.
5. 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

\_\_\_\_\_  
Associate Vice-President, Human Resources

\_\_\_\_\_  
Date