



Operational Policy

Leave of Absence Policy for Certificate Holders V1.0

Leave of Absence Policy for Certificate Holders

1.0 Introduction

All certificate holders are required to renew their authorization prior to expiry in order to perform any work that requires a certificate under the TSS Act and associated regulations. This policy outlines the process by which certificate holders can apply for a leave of absence from their TSSA certified fields and re-certify without requalification.

2.0 Scope

The scope of this policy is limited to certificate holders regulated under the TSS Act.

3.0 Leave of Absence for Certificate Holders

TSSA certificate holders are eligible for a leave of absence for medical, parental, or military duty. TSSA will waive the certificate fee for up to 2 years so long as the following conditions are met:

The following conditions apply:

- To be eligible for a fee waiver, the certificate holder must inform TSSA in writing, using the Leave of Absence Notification Form, of their plan to take medical, parental, or military service leave;
- Persons taking advantage of this provision **will not be issued a certificate** and **shall not perform work requiring the certificate during the leave period**. TSSA's database will also reflect the leave of absence, should inspection staff or the public inquire about the certificate holder's status;
- Upon a return to work, the certificate holder must notify TSSA in writing prior to commencing any work that requires the certificate, pay the full fee, and complete any pre-requisites, such as continuing education; and
- Any leave that extends beyond the 2-years will require full re-qualification (i.e., be treated as new) or reinstatement as outlined in the applicable reinstatement policy published at www.tssa.org.

Note: Should a certificate holder on a leave of absence wish to be issued their certificate, they will be required to complete the renewal process by submitting any pre-requisites (i.e., invoice payment) to TSSA. This will no longer be considered a leave of absence.

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