



Medical Leave Policy Salesperson Licensing

A licensed salesperson may effectively put their VSA licence "on hold" for medical, maternity, or paternity leave reasons.

The following policies/procedures will apply:

- 1) Written notice provided to the VSA at start of leave period by salesperson (SP) and employing dealer(s).
- 2) Written confirmation provided to VSA by medical doctor confirming start date of leave and general condition, i.e. maternity/paternity leave, accident, illness, "unable to work due to medical reasons".
- 3) Surrender current licence permit(s)/conditional licence document to employer or VSA office.
- 4) Prior to returning to work, the SP and dealer(s) provide to the VSA office an Employment Authorization form with confirmation of return date.
- 5) If the licence expiry date does not pass during the leave period, the expiry date of the SP licence will be extended by the time of the confirmed medical leave.
- 6) In the event that the original expiry date passes during the leave period, the renewal fee will not be payable during the leave period. The licence expiry date will be extended by the time of the paid licence period included in the leave period. (i.e. leave start date April 1, renewal date June 1, return to work November 1...renewal date extended by 2 months to January 1).
- 7) VSA will issue new licence permit(s)/conditional licence document with new expiry date.

Note:

- Medical leave conditions will include – maternity leave, paternity leave, surgery, accident, short term disability, etc.
- Medical leave is not available to licensees in care-giver situations.
- The minimum duration for a medical leave will be 30 days.
- The maximum duration for a medical leave will be 12 months. For any leave to extend beyond 12 months the licensee must provide update information to the VSA office in the 12 month period.
- If medical leave is requested during the leave period, or after the fact, the same documentation as outlined above will be required. Acceptance of a request for leave will be at the discretion of the VSA.
- No portion of paid licence fees will be refunded.

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