



LEAVE of ABSENCE POLICY

RATIONALE:

In order to appropriately and consistently respond to requests for short-term accommodation due to life changes or unforeseen circumstances, the Nova Scotia Association of Architects (NSAA) has adopted a leave of absence policy for Licensed Architects and Intern Architects. This policy enables the NSAA to fairly and transparently respond to these requests from Licensed Architects and Intern Architects to take a temporary leave of absence from practice or Internship and maintain their professional standing while taking into consideration individual circumstances as warranted. This policy covers 1) annual fees for Licensed Architects and Intern Architects as outlined in Appendix A and 2) mandatory continuing education requirements as outlined in Appendix B.

Associate Members, Retired Members, Student/Recognized Student Members, and Corporate Permits are not covered by this policy.

CRITERIA:

A temporary leave of absence of not more than one year may be granted to Licensed Architects and Intern Architects in good standing with the NSAA who demonstrate a need for leave due to reasons that may include but are not limited to: medical conditions, compassionate or family circumstances, and maternity and parental leave.

The NSAA adheres to federal and provincial government legislation regarding the length of maternity and parental leave without a request for an extension to the Registrar.

Licensed Architects and Intern Architects must apply for a temporary leave of absence by using the attached *Application for Leave of Absence* and forward it to the Registrar at registrar@nsaa.ns.ca. Each application will be reviewed on its merits by determining:

- whether the requirements for leave have been met;
- whether it would be in the best interest of the profession to permit the leave; and
- whether public safety and interest have been duly considered and met.

The Registrar will bring the completed application to the Board of Registration for consideration at its next scheduled meeting. In the event that the applicant is dissatisfied with the decision, the applicant may request in writing that the matter be brought to the Licensing Appeal Committee for consideration on behalf of Council. The decision of the Licensing Appeal Committee is binding.

CONDITIONS OF LEAVE:

Licensed Architects

During the leave of absence, the Licensed Architect will:

1. Retain license status as a Licensed Architect;
2. Not be required to pay annual membership dues*;
3. Have logged their required continuing education**;
4. Be entitled to retain the emblems of license (license certificate and seal);
5. Not practice architecture or represent that they are entitled to practice
6. If warranted, ensure that their practice is adequately supervised or managed by a replacement Licensed Architect with the NSAA; and
7. Complete and sign the Declaration of Acceptance of Terms of NSAA Leave of Absence Policy covering Licensed Architects.

Intern Architects

During the leave of absence, the Intern Architect:

1. Will retain their membership as an Intern Architect;
2. Will not be required to pay annual membership dues*;
3. Cannot work under the supervision of a NSAA-licensed architect and log hours;
4. Will not lose hours approved by the Board of Registration;
5. Will inform the Registrar if they intend to write the ExACs during their NSAA-approved leave of absence; and
6. Will complete and sign a Declaration of Acceptance of Terms of NSAA Leave of Absence Policy covering Intern Architects.

* Upon return, the Licensed Architect or Intern Architect must pay their outstanding pro-rated dues as calculated based on the formula in Appendix A.

** Upon return, the Licensed Architect is required to have logged their outstanding pro-rated continuing education as calculated based on the formula in Appendix B.

APPLYING FOR LEAVE:

Licensed Architects

Along with the *Application for Leave of Absence*, the Licensed Architect requesting a leave of absence shall make application to the Registrar in writing, providing the following information:

1. Length of leave of absence being requested with expected start and end dates; and
2. Name of the NSAA-licensed architect who will assume direct supervision and control of the applicant's practice, together with a letter of confirmation from the supervising NSAA-licensed architect, if warranted.

Intern Architects

Along with the *Application for Leave of Absence*, the Intern Architect requesting the leave of absence shall make an application to the Registrar in writing, stipulating the length of leave of absence being requested with expected start and end dates.

Note: For Intern Architects, a leave of absence approved by the Registrar will not be counted as part of the 10-year Intern Architect Membership with the NSAA as per Regulation 6 (4) (d).

BACKDATING OF LEAVE OF ABSENCE APPLICATION:

It is the responsibility of all members to submit timely leave of absence applications to reflect their status accurately. The NSAA understands there are situations where an applicant cannot apply for a leave of absence due to a medical emergency, illness, or unforeseen circumstances.

Applications received after the official date of the requested leave of absence will only be backdated for two months. The only applications considered for backdating are medical, compassionate, and parental reasons.

The two-month backdating process is a way to ensure fairness and compassion in the review. It also places the responsibility on the member to maintain communication with the NSAA as their regulator.

APPLICATIONS FOR EXTENSION:

The Board of Registration will review any written requests for an extension on a case-by-case basis. Written requests are to be addressed to the Registrar (registrar@nsaa.ns.ca).

MULTIPLE LEAVES OF ABSENCE

A member (NSAA-licensed architect or NSAA Intern Architect) may apply for more than one leave of absence during their career.

OTHER TERMS AND CONDITIONS

An NSAA-licensed architect or NSAA Intern Architect who violates the terms of this policy will have their leave immediately terminated. An NSAA-licensed architect who practices architecture during the NSAA-approved leave of absence will have their leave immediately terminated. An NSAA-licensed architect or NSAA Intern Architect who violates this policy will be required to immediately pay 1) all back dues and 2) a reinstatement fee as decided by Council and published in the annual schedule of fees. In the case of an NSAA-licensed architect, they must comply with the continuing education requirements for a complete continuing education cycle.

The Registrar reserves the right to initiate a complaint against the member for violation of this policy.

Appendix A

Annual Renewal Fees

The NSAA has implemented a quarterly pro-rating of dues for those applying for a licensed architect or Intern Architect with the Association.

The pro-rating of dues follows the following criteria:

Period	Dues Owning
January, February, March	Full dues
April, May, June	$\frac{3}{4}$ dues
July, August, September	$\frac{1}{2}$ dues
October, November, December	$\frac{1}{4}$ dues

As part of this leave of absence policy, the NSAA will implement the pro-rating of dues in regard to calculating a dues credit to be applied to the outstanding dues required payment at the end of their approved leave of absence.

Depending on which quarter the approved leave of absence is granted and implemented, NSAA-licensed architects and Intern Architects will receive a credit towards their outstanding dues required at the end of their approved leave of absence.

Example 1: A licensed architect paid \$985 plus HST to renew their license in 2021. If they apply and receive an approved one-year's leave of absence starting in August 2021 and ending in July 2022, then $\frac{1}{2}$ of the due amount (\$492.50 plus HST) will be applied to the $\frac{1}{2}$ due amount required for 2022 upon their return from the approved leave of absence.

Example 2: An Intern Architect paid \$180 plus HST to renew their Intern Architect membership for 2021. If they apply for a six-month leave of absence beginning November 2021 and ends April 2022 which is granted by the Registrar, then their $\frac{1}{4}$ dues (\$45 plus HST) for 2021 will be applied against the $\frac{3}{4}$ dues owing for 2022 upon their return from the approved leave of absence.

Appendix B

Continuing Education Pro-Rating of Hours Required

For Licensed Architects who Report their Continuing Education to the NSAA

Continuing Education is a mandatory requirement for licensed architects as part of their annual renewal of license.

The NSAA has a one-year continuing education cycle from January 1 to December 31. For licensed architects who report their continuing education to the NSAA, 35 hours of continuing education consisting of 8 hours of Core and 27 hours of Self-Directed are required as part of their renewal requirement.

First year continuing education requirements for newly-licensed architects (architects who gain first-licensure with the NSAA either through the Broadly Experienced Foreign Architect program or Internship in Architecture program), are pro-rated on a monthly basis to the nearest 0.5 of an hour. Simply put, for every month of the twelve-month cycle, an architect is required to do 0.67 of an hour (rounded to the closest 0.5 of an hour) of Core and 2.25 hours of Self-Directed per month starting from the month they are approved for licensure.

The Continuing Education Pro-Rating Requirement for newly-licensed architects based on licensure month is as follows:

Month	Core Hours	Self-Directed
January	8	27
February	7.5	24.5
March	6.5	22.5
April	6	20
May	5.5	18
June	5	15.5
July	4	13.5
August	3	11
September	2.5	9
October	2	7
November	1.5	4.5
December	0.5	2.5

CALCULATING CONTINUING EDUCATION REQUIREMENTS FOR A LEAVE OF ABSENCE

As part of this leave of absence policy, the NSAA will implement the pro-rating of continuing education credits required to be logged at the end of their approved leave of absence based on every month of the twelve-month cycle the architect is practicing. Simply put, an architect is required to do 0.67 of an hour (rounded to the closest 0.5 of an hour) of Core and 2.25 hours of Self-Directed per month.

For example: A licensed architect applies for and is granted an eight-month leave of absence from September 2022 to April 2023. This is spread over two continuing education cycles. The architect must log the 8 months of Core and Self-Directed to cover the practice period of January 2022 to August 2022. This is calculated by multiplying 8 months X 0.67 of an hour of Core and by multiplying 8 months X 2.25 hours of Self-Directed. This equates to 5.5 hours of Core and 18 hours of Self-Directed for the 2022 Continuing Education cycle. These hours must be logged by the end of the NSAA's approved leave of absence (April 30, 2023).

Then, for the 2023 Continuing Education Cycle, 4 months of Continuing Education are required to be logged by December 31, 2023. This would be calculated by multiplying 4 months X 0.67 of an hour to determine the number of Core hours for 2023 and 4 months X 2.25 hours of Self-Directed. This equates to 2.5 hours of Core and 9 hours of Self-Directed which must be logged by December 31, 2023.

NAME: _____

EMAIL: _____

MEMBERSHIP: Licensed Architect Intern Architect

DECLARATION:

I, _____, as a member in good standing of the Nova Scotia Association of Architects (the "Association") hereby declare to the Association that:

- 1. I have read and accepted the terms of the Association's Leave of Absence Policy;
2. My leave of absence will be _____ months and will commence on the _____ day of _____, _____ and will end on the _____, day of _____, _____.

Signature

Date

For Internal Use: Registrar Date