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TOPIC: Administration	SUBJECT: Authority To Grant Leaves, Vacation, and Holidays	Code: AD007
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PURPOSE: To clarify the delegation of authority to grant leaves, vacations, and holidays.

- 1 Director(s) of Support Services or the Director of Finance and Administration will have the following delegated powers:
 - 1.1 The authority to grant leaves in accordance with Articles 12 to 14 inclusive of the Collective Agreement.
 - 1.2 The authority to approve overtime as per Articles 23 and 24 of the Collective Agreement.
 - 1.3 The authority to approve vacation and holiday time in accordance with Articles 28 and 29 of the Collective Agreement.
- 2 Managers have delegated authority to: approve vacations and holidays in accordance with articles 28 and 29 of the Collective Agreement.
 - 2.1 The delegated authority is limited to persons assigned to their module, unless they are covering for vacation.
- 3 Normal channels of authority will be followed when approving a request for leave, vacations, etc., that is, employees will submit their request to their immediate supervisor. For example, front-line employees will submit all requests to their Manager who will approve (if authority exists) or recommend the request to their Director of Support Services.
- 4 The Executive Director will grant leaves under Article 15 and 16 and continues to have the authority to grant leaves, vacations, and holidays to any employee of the agency.