

Manual of Administration

TOPIC: Administration	SUBJECT: Request for Leave (Forms)	Code: AD170
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PURPOSE:

The Request for Leave forms exist to ensure that employees have the opportunity to schedule their vacation and other leaves. This allows the agency to plan for staffing requirement appropriately. Leaves will be granted in accordance with HR144.

PROCEDURE:

The employee submits the Request for Leave form to his or her immediate supervisor. The supervisor makes a decision (or a recommendation in cases where the Director of Support Services or the Executive Director is required to approve the leave. See AD007 for memo regarding delegated authority). A copy of the approved/denied request will go to the (1) Employee, (2) Manager, (3) Director of Support Services/General Manager (where appropriate), and (4) Director of Finance and Administration (where appropriate). All leaves granted by a Director of Support Services must be copied to Administration.

1. APPROVAL:

The Manager or Director of Support Services may approve the following leaves: Vacation. (See AD007 for additional delegation of authority).

- 1.1 The Executive Director must approve all other leaves: Leave without Pay, Staff Training, Bereavement, Compassionate etc.

2. NOTIFICATION:

Employee

- 1.1.1 Every effort will be made to notify the employee within ten (10) working days as to the status of his or her request. The employee will submit a Request for Time Off a minimum of thirty (30) days prior to the date except for "Prime Time" vacation periods defined as:

Christmas - which will be submitted in writing by October 1 and granted in accordance to the Collective Agreement Article 29.01. Notification shall be back to the employee by November 15.

Summer months of July and August - Summer requests shall be submitted by April 15 and granted in accordance to Article 29.01 of the Collective Agreement.

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1.1.2 A leave for union activities must be submitted in accordance with the Collective Agreement.

2.1.3 Once a leave is approved, the employee may not cancel the leave unless due to extraordinary circumstances. Each situation will be evaluated on a case-by-case basis by a Director of Support Services.

2.2 Management:

2.21 The employee will submit the Request for Leave to his or her Director of Support Services/General Manager a minimum of two (2) weeks prior to the requested time off. Management taking time off must notify Administration, in writing, of the dates of the absences and his or her designate during that time.

3. DENIAL OF REQUEST:

An employee whose request for leave has been denied will be notified on the Request for Leave form that the request has been denied, reasons why the request could not be approved will be provided, where possible.

4. DEFINITION OF LEAVE:

4.1 **VACATION** - This leave applies to regularly earned vacation credits.

4.2 **TIME OFF IN LIEU** - This leave applies to Bargaining Unit Employees only.

4.3 **FLOAT** -This leave applies to all Full-Time Employees.

4.4 **M.C.P. (MANAGERIAL COMPENSATION PLAN)** - This leave applies to Management and employees excluded from the Bargaining Unit only. Employees in this group are granted five (5) days annually in lieu of overtime compensation.

4.5 **GENERAL LEAVE**- A special request may be made by an employee to be granted a leave without pay. All requests must go to the Executive Director.

4.6 **STAFF TRAINING** - Employees attending staff training either internally or externally complete Request for Leave.

4.7 **OTHER LEAVES** - Any leave not covered in the above may be requested by an employee and granted at the discretion of the Executive Director.

