

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.04.ON
Section:	Benefits	Issued:	Nov. 25, 2019
Subject:	PERSONAL LEAVE of ABSENCE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-10
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 All regular employees employed by the **Community Resource Centre** are entitled, to **ten (10)** paid days off per fiscal year for personal needs. Term staff in positions longer than six months will also be eligible for Personal Leave, pro-rated based on the length of the term.
- 1.02 Any request for personal leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to outline types of personal leaves of absence that will be approved and to establish guidelines for the handling of such requests.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Supervisors are responsible for responding to any request for leave in a timely manner and for notifying the employee. Approval will not be unreasonably withheld. Additionally, supervisors are responsible for notifying Payroll of any approved requests for leave through the approval of timesheets.
- 4.02 Employees are responsible for submitting their requests for leave to their immediate supervisor as far in advance as is practicable.

5 DEFINITIONS

- 5.01 “**Working day**” means a day on which the employee is regularly scheduled to work.

6 REFERENCE and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act, 2000 (Ontario) and Regulations
 SPP HR 3.06.ON — Overtime
 SPP HR 4.05.ON — Pregnancy Leave
 SPP HR 4.06.ON — Parental and/or Adoption Leave
 SPP HR 4.07.ON — Bereavement and Child Death Leave

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.04.ON
Section:	Benefits	Issued:	Nov. 25, 2019
Subject:	PERSONAL LEAVE of ABSENCE	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	HR-10
Issued by:	Community Resource Centre	Issued:	Feb 2017

SPP HR 4.13.ON — Sick Leave/Short-Term Disability

SPP HR 4.16.ON — Jury or Court Witness Leave

7 PROCEDURE

- 7.01 Employees may use their 10 paid personal days as required, by notifying their immediate supervisor.
- 7.02 Employees on the active payroll may apply for a personal leave of absence without pay at any time. This policy will apply unless another leave of absence policy applies. All requests for personal leave are deemed to be for personal reasons and may or may not be granted at the sole discretion of the employee's supervisor or the **Executive Director**, as appropriate.
- 7.03 Requests for unpaid leave of absence will be judged on their merits by the supervisor, with consideration given to: the impact of the employee's absence on operations; the number of employees in the same department who are on vacation, leave, or who are anticipated to take vacation or leave during the same period; the purpose of the leave; the performance and length of service of the employee; and the frequency of such requests. Such leaves, if granted, will be without pay.
- 7.04 Requests for a personal leave of absence will be submitted to the employee's supervisor as far in advance of the date of commencement of the requested leave as is possible.
- 7.05 An employee may be granted a leave of absence without pay of up to four (4) months duration for legitimate personal reasons upon obtaining the approval of the Executive Director, or in the case of the Executive Director, the Executive Committee.