



# CITY POLICY

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**POLICY NUMBER:** A1105A

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**REFERENCE:**

City Manager 1988 11 03  
Comm. Admin. Comm. 1978 03 01  
Comm. Ref. #20179 1978 02 23  
Comm. Board 1976 05 26  
Comm. Ref. #87, 586 1976 05 11  
City Council 1976 03 30

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**ADOPTED BY:**

City Manager

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**SUPERSEDES:**

A1105

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**PREPARED BY:** Personnel Department

**DATE:** 1989 03

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**TITLE:** LEAVE OF ABSENCE WITH PAY

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**Policy Statement:**

EMPLOYEES MAY BE GRANTED LEAVE OF ABSENCE WITH PAY, SUBJECT TO THE PROVISIONS AND CONDITIONS PRESCRIBED HEREIN AND APPLICABLE COLLECTIVE AGREEMENTS.

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**The purpose of this policy is to:**

Establish guidelines for the administration of leave of absence with pay.



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## 1. DEFINITIONS

- 1.01 In-Scope Employees: Employees who fall within the scope of a collective agreement between the City and a union or association.
- 1.02 Managerial Employees: Employees who are excluded from a union/association due to their performance of managerial functions and those employees excluded from a union/association as a result of their professional and/or other designation by existing labour legislation.
- 1.03 Out-of-Scope Employees: Non-management employees who do not fall within the scope of a collective agreement between the City and a union or association.
- 1.04 Pay: Normal salary or wages based on the regular rate of pay specified for the permanent position to which the employee is appointed.

## 2. RESPONSIBILITIES

- 2.01 City Manager shall:
  - (a) approve this policy and any amendments thereto;
  - (b) approve any exceptions to, or deviations from, this policy;
  - (c) approve secondments to organizations with which the City has an approved secondment agreement.
- 2.03 Personnel Department shall:
  - (a) provide interpretation and clarification of this policy;
  - (b) provide recommendations, in conjunction with Corporate Communications, on requests for Leave with Pay for special events participation;
  - (c) monitor the effectiveness of this policy;
  - (d) forward requests for exceptions to, or deviations from, this policy to the City Manager, with a recommendation.
- 2.04 Department Head or Designate shall:
  - (a) approve or deny all requests for leaves of absence with pay, except as otherwise prescribed herein;
  - (b) notify an employee who applies for leave of absence with pay in writing, within a reasonable period of time from the date of receipt of such application and prior to the commencement date of the requested leave, of his/her decision on the application;  
[The Department Head shall include the reason for denial of a request for leave of absence with pay which exceeds one-half (1/2) day, in reply to the applicant];
  - (c) forward requests for exceptions to, or deviations from, this policy, to the Personnel Department, with his/her recommendation;



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(d) ensure that a record of all leaves of absence with pay is maintained for each employee.

2.05 Employees shall:

- (a) submit written applications for leaves of absence with pay, to their Department Heads through normal channels, as far in advance of the commencement date of such leaves as possible, subject to section 3.02;
- (b) state, in their applications, the reasons for the applications, and the commencement and termination dates for such leaves.

3. GUIDELINES

3.01 Bereavement Leave

(a) Managerial and Out-of-Scope Employees

- (i) when death occurs in the employee's immediate family, which shall include the employee's current spouse, child, ward, other related dependent, parent, guardian, brother, sister, grandchild, grandparent, son-in-law and daughter-in-law, or, upon the death of the brother, sister, parent or grandparent of the employee's current spouse, the Department Head or designate, upon request, shall grant a maximum of three (3) consecutive working days leave of absence with pay to the employee, for the purpose of making arrangements for, and attending the funeral. In the event that extenuating circumstances make it impossible for the employee to attend the funeral, the Department Head may nevertheless grant a maximum of three (3) consecutive working days leave of absence with pay to the employee, provided that the employee supplies evidence of the extenuating circumstances.
- (ii) One half (1/2) day's leave of absence with pay, to attend the funeral service of a person who is more distantly related than those prescribed in 3.01 (a)(i) may be granted by the Department Head, upon request. Such leave may be extended to one (1) day, because of extenuating circumstances such as travel or shift schedule conflicts.
- (iii) A permanent or probationary employee on leave of absence, other than annual vacation leave, shall not be eligible for bereavement leave with pay.

(b) In-Scope Employees

Bereavement Leave shall be in accordance with applicable collective agreements, where provided.

3.02 Medical and Dental Appointments

(a) Management and Out-of-Scope Staff

Employees are expected to arrange non-emergency medical and dental appointments on their off days. In the event this is not possible, or in case of emergency, employees may be required to arrange medical or dental appointments during their regular hours of work. Upon request to their immediate supervisor, employees shall be granted leaves of



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absence with pay for such appointments, provided that such leaves do not exceed three (3) hours. Appointments requiring time in excess of three (3) hours shall be charged against the employee's Income Replacement Entitlement Plan or Short Term Disability Plan.

(b) In-Scope Employees

Leave of absence with pay for medical or dental appointments shall be in accordance with applicable collective agreements, where provided.

3.03 Witness and Jury Duty

(a) Management and Out-of-Scope Staff

An employee who has been subpoenaed to appear in court, as a witness or juror, during the employee's regular hours of work, shall be granted leave of absence with pay for such appearance, provided that any wage replacement or witness fees paid to the employee, for that appearance, is given to the City.

(b) In-Scope Employees

Court leave shall be in accordance with applicable collective agreements, where provided.

3.04 Special Leaves - Participation by Permanent or Probationary Employees Only

The City shall pay a Permanent or Probationary Employee who has been granted a special leave of absence with pay, prescribed in this section, that employee's normal compensation less the amount of any other compensation and/or allowance which is paid to the employee from another source during these special leaves of absence. Should compensation and/or allowance received by the employee during an approved leave equal or exceed the employee's pay from the City, the employee shall reimburse the City in the amount received as pay by the City.

(a) Addressing, Lecturing, or Instructing under the auspices of:

- a recognized educational institution,
- an organization or firm, or
- a convention or conference, subject to the following conditions:
  - (i) the employee may be permitted a maximum total of fifteen (15) working days leave of absence with pay, for these events, within a calendar year;
  - (ii) the employee must abide by the City's policies and procedures governing the acceptance of outside employment and in particular:
    - Policy A1108 - Absence Control
    - Absence Control Manual - Communication for Incapacitation Due To Outside Employment, and
    - Policy A1100, Employee Code of Ethics.

(b) Secondment to an organization with which the City has an approved secondment agreement.



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(c) Special Events which are of public prominence and which enhance the corporate image of the City and recognize the personal dedication and effort on the part of the employee, subject to the following conditions:

- (i) - the event is national or international in scope;
  - the event is an amateur sports competition of the stature of the Olympics, Commonwealth Games, Universiade Games or a national competition leading to qualification for such events; or a major cultural activity that would enhance the City's prominence as a multicultural centre.
  - Employees must earn their right to participate through a formal process and contribute a special personal skill or ability to the event. Satisfactory evidence of selection must be submitted in each case.
- (ii) - Leaves will be subject to an annual maximum of ten working days, inclusive of reasonable travel time.
- (iii) - Upon receipt, the Corporate Communications Office and the Personnel Department will review the nature of the special event to determine whether it qualifies for leave with pay in accordance with the foregoing and will provide a recommendation to the Department Head who will either approve or deny the leave.

3.05 Pay: Pay for all leaves of absence with pay will be charged to the department for which the employee normally works.

3.06 Benefits: Leaves of absence with pay are to be considered as time worked, when determining eligibility for employee benefits.