

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 – Leave of Absence

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Leave of Absence

INTENT:

To provide time away from work for personal matters or attendance at Jury Duty.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

LEAVE OF ABSENCE

General

1. No employee, shall absent himself from duty without first obtaining permission from their immediate supervisor.
2. No non-union/management employee shall be absent from work without informing their immediate supervisor on or before 10:00 o'clock a.m. on that day of such absenteeism and the reason therefore. The penalty for violation of this standard shall be imposed by their immediate supervisor and the Chief Administrative Officer.
3. No union employee shall be absent from work without informing their immediate supervisor pursuant to Article 20.04 of the collective agreement.
4. An employee may make application for leave of absence without pay for a maximum period of 5 days. Leaves of absence require approval from the immediate supervisor. Leaves beyond 5 days of absence require the approval of the Chief Administrative Officer and Council.

5. An employee who is absent without approval from management for 3 consecutive working days, will be terminated unless an acceptable explanation is provided.

Jury Duty

1. A full-time permanent employee who is absent from work due to jury duty, or testifying as a Crown witness shall receive his regular wages providing the employee give notice of serving and submits proof of having served on jury duty or as a Crown witness. The pay received by the employee for serving on jury duty or as a crown witness shall be remitted to the employer less actual expenses.

Personal Time

1. Personal Time Off: - A full-time permanent employee may use up to three (3) days per calendar year of accumulated sick leave for personal business under the following conditions:
 - 1) The days are not taken on consecutive work days or in conjunction with vacation or holidays, except in the case of emergency for union employees. For non-union/management employees these days can be taken in conjunction with vacation or holidays with the permission of the employee's immediate supervisor;
 - 2) At least ten (10) days of unused accumulated sick leave will remain;
 - 3) It will not cause undue inconvenience to the employer;
 - 4) The request is made promptly at the time the need is determined and, except in case of an emergency, no later than four (4) hours prior to quitting time of the work day preceding the request day off.