

POLICY NO:	PE 006
POLICY TITLE:	LEAVE OF ABSENCE / PERSONAL DAYS
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	14-01-96 (January 1996)
REVISION DATE:	23-06-96; 13-04-02 (April 2002) ; 88-09-15
REVIEW DATE:	(September 2015)

POLICY STATEMENT: The County of Vermilion River recognizes the need for staff to be away from their work from time to time, for reasons of a personal nature. This policy allows staff Leave of Absence and/or Personal Days with prior approval from management.

Guidelines:

Persons employed by the County on a permanent basis may request **Leave of Absence** under the following conditions:

1. Leave of absence may be granted with or without pay, with each request being considered on its own merits and approved by the County Administrator or Director. Absences with pay must be approved by the County Administrator.
2. requests to the appropriate supervisor for leave of absence, must be made in writing at least one month prior to the commencement of the leave;
3. leave of absence requests must receive final approval, in writing, by the County Administrator
4. leave of absence requests must have a start date and estimated return date stated on the written request submitted for approval
5. employees away on approved leave of absence, for more than fourteen (14) consecutive days will be required to pay 100% of benefit premiums for the month(s) they are away from work.
6. approved leave of absence requests must be filed with the employee's personnel file
7. leaves of absence taken without authorization will be treated as vacation or result in the deduction of pay;

Persons employed by the County on a permanent basis shall be entitled to **Personal Days** under the following conditions:

1. requests to the appropriate supervisor for a personal day, must be made in writing at least twenty four (24) hours prior to the commencement of the leave;

3. personal days taken without authorization will be treated as vacation or result in the deduction of pay;
4. personal days are granted on a calendar year basis and will not be carried over to the following year; any unused allocation at the time of termination of employment is lost and not to be considered an amount owed to the employee;
5. new employees, receiving permanent status in the first six months of the year will be granted two (2) days during their first year of employment;
6. new employees receiving permanent status in the last six months of the year will be granted one (1) day during their first year of employment.

Procedure:

When the above conditions have been met, personal days may be granted as follows:

Permanent Full-Time Management Employees

allowed one (1) day per request to a maximum of five (5) days per year

Permanent Full-Time Employees

allowed one (1) day per request to a maximum of two (2) days per year

Permanent Part-Time Employees (working 20 hours or more per week)

allowed one (1) day per request to a maximum of two (2) days per year

Permanent Part-Time Employees (working less than 20 hours per week)

not eligible under this policy

Permanent Seasonal Employees

not eligible under this policy

Casual Employees

not eligible under this policy

Temporary Employees

not eligible under this policy

Temporary Term Employees

not eligible under this policy