

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: E-08
POLICY: General Leave Without Pay			
DATE: MAY/87	REV. DATE: MAR25/09	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

An employee may be granted a leave of absence without pay for legitimate personal reasons upon obtaining the approval of his/her Department Head.

PROCEDURE:

1. See the appropriate Union Contract for any deviations to this policy.
2. All leaves of absence without pay are requested in writing and authorized by the appropriate Department Head and Director of Human Resources.
3. A letter of confirmation is sent to the employee by the Department Head with copies sent to the Human Resources Department and the Payroll Office.
4. If the absence exceeds one full pay period, the employee shall not accumulate service for the purpose of vacation entitlement, seniority, sick leave, pension plans, merit increment progression, or other compensation matters affected by service. Life and health benefits may be continued for up to 12 months but the employee is responsible for the total premium costs of all benefits for the total period of absence.
5. For Emergency Leave requests, consistent with the *Employment Standards Act, 2000*, the Employee is required to declare the leave as Emergency Leave at the time of the request and must provide **information satisfactory to the Employer by** the next working shift.
6. For Family Medical (Compassionate Care) Leave requests, consistent with *Bill 56 of the Employment Standards Act, 2000*, the Employee is required to provide the request in writing with a copy of the certificate issued by the medical practitioner, which is required by Employment Insurance as part of the application for compassionate care benefits.

Note: For the policy relating to Pregnancy and Parental Leave, please refer to Policy No. E-06.