

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> J-02
<b>POLICY:</b> Employee Involvement in Associations			
<b>DATE:</b> MAY/87	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

Employees are eligible for leave required by involvement as an appointed or elected member of professional Associations.

**PROCEDURE:**

1. All employees wishing to seek election or appointment as a member of the executive body of any professional Association related to his/her employment with the County (e.g. Association of Municipal Clerks and Treasurers, and **Long Term Care** Association) may, upon approval of County Council, and once only during his/her employment with the County, hold such office. Twenty (20) days maximum in any year are allowed as time out from work for this purpose, unless otherwise authorized by the Chief Administrative Officer/Clerk.