

**6.S-2019: Personal Leave**

**1. Overview**

- 1.1 In an effort to provide employees with work-life balance and, in certain circumstances, to give employees needed time away from work in urgent or compelling circumstances, an unpaid job protected leave of absence may be granted.

**2. Eligibility**

- 2.1 All permanent salaried full-time & part-time employees are eligible for this paid leave.

**3. Guidelines & Procedures**

- 3.1 Employees wishing to request a personal unpaid leave of absence must submit their request in writing to their leader at least four (4) weeks prior to the intended start date. Said request must include the reason for the leave of absence, and the intended return to work date.
- 3.2 Employees may request a personal leave of absence that may or may not be granted at the discretion of the employee's immediate supervisor and respective Vice-President.
- 3.3 Requests will be reviewed on an individual basis, taking into consideration the purpose of the leave, the performance and length of service of the employee, the frequency of such requests, and the impact of the employee's absence on operations.
- 3.4 An employee will be required to exhaust any time off in lieu of overtime, accrued vacation, personal days and any other paid time off entitlements before being eligible for an unpaid personal leave of absence. If such paid time off is not available to the employee, the personal leave, if granted, shall be without pay.
- 3.5 Managers are responsible for responding to any request for leave in a timely manner and for notifying the employee and Human Resources & Payroll of the request and approval status of the leave.
- 3.6 Employees with group benefits will have their benefits discontinued for the duration of any personal leave at the end of the month in which the leave commences, unless specified otherwise. If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured benefits

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Sr. Leadership Team	Human Resources	September 2019	

related to life insurance, accidental death and dismemberment, extended health and/or dental benefits during the personal leave by prepaying the necessary premiums, including the employer's share, if any, prior to the commencement of the leave.

- 3.7 Any request for personal leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.

**4. Request Process**

- 4.1 Employees wishing to request a personal unpaid leave of absence must submit their request in writing to their leader at least four (4) weeks prior to the intended start date. Said request must include the reason for the leave of absence, and the intended return to work date.