



Policy Title: LEAVE SCHEDULING POLICY

Policy #: HR 2020-11

Section:	Human Resources
Initially Approved:	<u>New</u>
Last Reviewed:	<u>N/A</u>
Council Approval:	<u>2020-05-11</u>
Next Review Scheduled:	<u>2021-03</u>

PURPOSE:

The purpose of this policy is to guide the approval for scheduling of various leaves from work for all Village of Warfield employees.

POLICY GOAL:

The goal of this policy is to provide employees with a clear understanding of the steps to be followed to use time off, to provide a fair process so that all employees are afforded the opportunity to schedule leave time, and to provide the Village with adequate notice to allow for efficient operational planning.

SCOPE:

This policy applies to all Village of Warfield union and management employees. Where there is an inconsistency between a collective agreement or an employment contract and this policy, the collective agreement or contract shall prevail to the extent of the inconsistency.

POLICY REQUIREMENTS:

Banked Time Leave

1. Requests to take accumulated banked overtime hours earned by employees covered under the CUPE Local 2087 and Village of Warfield Collective Agreement in effect at the time shall be made in writing to the Village of Warfield management staff and subject to approval by same.
2. Requests to take banked overtime shall be submitted 5 days in advance of the requested time off.
3. Requests to take banked overtime leave shall be subject to Article 10.15 of the Collective Agreement and the successful exchange of on-call duty assignments to ensure operational coverage.
4. Approval of requests to take banked time leave will not be withheld unreasonably but will be subject to operational coverage and service requirements.
5. Requests to take banked time leave in low activity periods will be at the discretion of Village of Warfield management staff. Requests for banked time leave due to low activity may be made on one shift notice and may be subject to operational coverage and service requirements.

Union Duties Leave

1. Employees who are designated Officers of CUPE will be granted paid time off to attend meetings with the Village management or Labour Relations Committee. Required notice for such leave shall not be less than 4 hours in advance of the scheduled meeting.

Additional Leave Considerations

1. Where an employee has received confirmation of scheduled leave by the Village Chief Administrative Officer or their designate, and subsequently the employee is required to change such leave period by the Village Chief Administrative Officer or their designate due to emergent operational conditions, a mutually agreed alternate leave period shall be arranged. (*change of section*)
2. Illness/Injury while on Scheduled Leave
 - a. Employees who become ill or injured while on scheduled leave and who are hospitalized may, upon request, have their leave suspended at the time of illness or injury. Proof of hospitalization and a medical confirmation may be required.
 - b. At the completion of the medical leave, the employee's remaining leave will be rescheduled at a mutually agreed time.
3. Bereavement while on Scheduled Leave
 - a. If a death of a relative occurs (as defined under Article 9.04 Bereavement Leave in the CUPE Local 2087 and Village of Warfield Collective Agreement) while an employee is on scheduled leave, the employee is entitled to reschedule leave days equivalent to the number of days allowable under said Article 9.04.
 - b. Leave rescheduled under this clause will be at a mutually agreed time.
4. Leave Carry Over
 - a. If a scheduled leave period is changed by the Village Chief Administrative Office or their designate, the affected employee may request to carry forward their leave bank in excess of 100 hours or receive a payout of the altered leave period per Article 10.08 of the CUPE Local 2087 and Village of Warfield Collective Agreement.
 - b. Notification of any carry forward approval will be provided to the payroll department and the affected employee.

Related Policies, Bylaws or Legislation:

CUPE Local 2087 and Village of Warfield Collective Agreement, 2018-2021