

# Personal Leave Policy

Original Implementation Date:	January 1, 2025	Approved by:	Cathie O'Toole, CAO
Date of Last Revision:	NA	Approved by:	
Effective Date of Last Revision:	NA	Approved by:	

## 1 – Policy Name

Personal Leave

## 2 – Purpose

The Municipality recognizes that employees have a variety of personal responsibilities which may occasionally impact their ability to attend work. The organization endeavours to provide approved paid leave for employees to address such situations and return to work engaged and able to accomplish their job responsibilities. The intent is to provide job protection and salary continuance so employees can take time off from their job for the leave.

## 3 – Objectives

The objectives of this Policy are:

- To foster work conditions which support employee wellbeing and psychological health.
- To encourage work-life balance.
- To support talent recruitment, retention and engagement.
- To provide workplace flexibility.
- To treat employees in a fair and equitable manner.

## 4 – Scope

This applies to all permanent Non-Union employees. For the terms and conditions of employment for temporary Non-Union employees, refer to the Temporary Non-Union Employees Policy.

## 5 – Definitions

NA

## 6 – Roles and Responsibilities

### Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

### **Directors/Managers/Supervisors**

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests based on operational requirements.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner and ensuring leaves are accurately recorded.

### **Employees**

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves on a bi-weekly basis. It is understood that in certain circumstances (e.g. emergencies, etc.) advance notice may not be possible.

### **Human Resources**

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy.

## **7 – Policy Regulations**

- A. Employees may request, subject to operational requirements, up to three paid working days per calendar year of Personal Leave. The reason for the leave is up to the employee, for needs that are personal in their life.
- B. The leave may be taken in increments of less than one day.
- C. Personal Leave does not restrict options such as flexing time, making up time for appointments, using time in lieu, etc.
- D. This leave cannot be carried over to the next calendar year and there is no payout upon termination of employment.
- E. Employees hired during the year will receive a pro-rated amount of Personal Leave. Employees will earn Personal Leave at a rate of  $\frac{1}{4}$  day per month.
- F. Personal Leave may be taken on the assumption that employment will continue throughout the calendar year. An employee who has used personal time and terminates employment before the end of the calendar year is subject to have a prorated proportion of the personal leave repaid to Halifax Regional Municipality.

## **8 – Repeal**

Replaces Emergency Leave Business Practice dated April 1, 1996.

## **9 – Effective Date**

January 1, 2025

## **10 – Related Policies and Practices**

N/A

## **11 – Policy Review**

Review every 2 years.

## **12 – Contact**

[MyHR@halifax.ca](mailto:MyHR@halifax.ca) or 902-490-6145.

## **13 – Attachments**

N/A