

# Leave of Absence

Original Implementation Date:	April 1, 1996	Approved by:
Date of Last Revision:	August 13, 2021	Approved by: Jacques Dubé, CAO
Effective Date of Last Revision:	January 6, 2022	Approved by: Jacques Dubé, CAO

## 1 – Policy Name

Leave of Absence

## 2 – Purpose

The Municipality recognizes that employees may periodically need of a leave of absence from work for personal reasons and provides the opportunity for approved unpaid leave. The intent is to provide job protection so employees can take time off from their job for an agreed upon period of time.

## 3 – Objectives

The objectives of the Policy are:

- To support employees who wish to take time off work for personal reasons.
- To foster work conditions which support employee wellbeing and psychological health.
- To encourage work-life balance.
- To provide workplace flexibility.
- To treat employees in a fair and equitable manner.

## 4 – Scope

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

## 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.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Adhering to legislated requirements 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 regular 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 and any relevant legislation.
- Contacting the employee with regard to the HRM Pension Plan and group insurance benefits.

## **7 – Policy Regulations**

- A. Consideration will be given, on a case-by-case basis, to requests for an unpaid leave of absence. The maximum period of leave applicable under this Policy is 12 months.
- B. The employee must submit a *Leave Application Form* to request this leave. Requests must be received at least three months before the leave is to commence. In exceptional situations, emergency requests for leaves starting in less than three months may be considered.
- C. Leave will not be granted for requests to work for another employer.
- D. If at any point, the employee wishes to prematurely end the leave, the employee must submit the request in writing. Notice of at least two weeks is required.
- E. The employee may elect, prior to the commencement of the leave, to continue group benefits and pension participation. Where the employee has elected to continue group

benefits, the employee will make arrangements to pay both the employee and employer's premiums on a monthly basis. Where the employee has elected to continue pension participation, the employee will reimburse the employer for both the employee and employer contributions within 26 pay periods after the end of the leave.

- F. During the period of the leave, employees will not accrue sick days, vacation days, or personal days.

## **8– Repeal**

Replaces Discretionary Leave Policy dated April 1, 1996.

## **9 - Effective Date**

January 6, 2022

## **10 - Related Policies and Practices**

Internal:

- Compassionate Care Leave
- Critically Ill Adult Care Leave
- Critically Ill Child Care leave
- Domestic Violence Leave
- Learning and Development
- Personal Days Leave
- Sick Leave
- Staffing – Non-Union Employees
- Temporary Non-union Employees
- Vacation

External:

- HRM Pension Plan
- Nova Scotia Labour Standards Code*

## **11 - Policy Review**

Review every 3 years.

## **12 - Contact**

MyHR@halifax.ca or 902-490-6145.

## **13 – Attachments**

[Leave Application Form](#)