

## Relief Assignment

Original Implementation Date	March 2011	Approved by	
Date of Last Revision	N/A	Approved by	
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### **1 - Business Practice Name**

Relief Assignment

### **2 - Scope**

This applies to all non-union HRM employees

### **3 - Procedures**

Where an employee is to be away from work for a short period, less than 30 days, another employee may be assigned to provide coverage for them. During such assignment the employee shall continue to perform in their base position, but shall take on such additional functions as directed by the manager (i.e. providing direction to other team members, attending meetings, as applicable, sign-off where appropriate, etc.).

Where appropriate, employees should be given relief assignments as a development opportunity and may form part of their annual development plan and, as a result, will not receive additional compensation for the duration of the assignment.

### **4 - Related Policies and Practices**

Non-Union Compensation Toolkit

### **5 - Contact**

Manager of Talent & Total Rewards, Human Resources