



**Policy Type:** Human Resources  
**Policy #:** HR-400-01  
**Approved by Council on:** November 27, 2017

## **Human Resources – Leave of Absence**

### **Policy**

An employee may be granted a leave of absence without pay for legitimate personal reasons upon consultation with their Department Head and after obtaining the approval of the CAO.

### **Objective**

To ensure the granting of leave of absence is done in a consistent manner.

### **Procedure**

#### Union or Bargaining Unit Employees

As it relates to union or bargaining unit employees, this policy is subject to, and shall be applied in accordance with the applicable Collective Agreement.

#### Non Union Employees

All leaves of absence without pay must be requested in writing to the Department Head. All requests for such leave of absence shall be in writing as far in advance as practicable.

The Department Head will consider the request in light of operational requirements and provide their recommendation for approval or denial to the CAO. A written response will be sent to the employee by the CAO with a copy to Human Resources for the employee's personnel file.

The employee will not lose service or seniority for the purpose of vacation, sick leave or short term disability benefits, wage progression, or any other entitlement affected by service. However the employee will not earn additional credits while on leave.

An unpaid leave of absence affects an employee's OMERS pension and employees should investigate the impact of the unpaid leave to their pension with OMERS before requesting the leave.



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## **Human Resources – Leave of Absence – Continued**

The employer will continue to provide the benefits under the Town's approved plan, the premium of which will be recovered on a monthly basis through the use of post-dated cheques to the employer.