

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-25

SUBJECT: **LEAVE OF ABSENCE**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

LEAVE WITHOUT PAY

- 25.1 All requests for leaves of absence shall be submitted to the operating Department Head in writing, and, if approved by the Department Head, the Chief Administrative Officer is empowered to grant any leave of absence without pay to a maximum of four weeks. Any request for a leave of absence in excess of four weeks duration must be approved by Council. A request to extend holidays by means of a leave of absence will not be granted in consecutive years except under extenuating circumstances.
- 25.2 The Corporation may grant a leave of absence without pay to an employee for good and sufficient personal reasons for a maximum period of six months. All requests for such leaves of absence must be submitted as far in advance as practical and the Corporation agrees to confirm or deny the request for such as soon as possible.
- 25.3 Benefits will be maintained, at the employer's expense during a leave of absence of one to fourteen days. An absence beyond fourteen days will result in a lapse of benefits. On resuming a normal work schedule after an absence of more than fourteen days but less than six months (assuming a good state of health), benefits may be resumed immediately. A lapse of more than six months will require appropriate documentation before benefits resume.

TIME OFF FOR VOTING

- 25.4 In accordance with legislative procedure:
Where, by reason of the hours of his/her employment, an employee who is a qualified elector will not have the prescribed consecutive hours to vote while the polls are open on a polling day at an election, his/her employer shall, at the convenience of the employer, allow the employee such time for voting as is necessary in accordance with applicable legislation.
- 25.5 No employer shall make any deduction from the pay of any such employee or exact from him any penalty by reason of absence from his/her work during the time allowed by the employer for voting.

JURY AND WITNESS DUTY

- 25.6 An employee who is summoned to serve as a juror or who is subpoenaed as a witness in a case in which he/she has no personal interest, and who would otherwise be on normal working duty for the Employer, will be granted a leave of absence. The employee shall be paid his/her full wages at regular rates (less usual deductions), provided the employee:
- (a) Provides satisfactory proof to the Employer of the necessity for the employee's attendance as a juror or witness;
 - (b) Pays to the Employer the conduct money provided, less the amount of the conduct money paid for expenses.

If the employee is temporarily excused from attendance as a juror or witness for a period greater than one-half (½) shift, the employee shall be required to attend for work.

MUNICIPALITY OF SIOUX LOOKOUT
APPLICATION FOR LEAVE OF ABSENCE

THIS FORM IS TO BE COMPLETED BY THE EMPLOYEE AND FORWARDED TO HIS/HER DEPARTMENT HEAD.

EMPLOYEE'S NAME: _____

DEPARTMENT: _____

I request a Leave of Absence without pay for a period of _____ Days.

From: _____ To _____
(date) (date)

This leave will / will not be taken consecutive with my annual vacation which is scheduled:

From: _____ To _____
(date) (date)

My total length of service with the Municipality is _____ years, _____ months.

My reason for making this request is as follows:

Date: _____ Employee's Signature _____

Foreman or Supervisor's comments if any:

Approved by
Department Head

Not Approved by
Department Head

(signature)

(signature)

Reasons:

The request for the leave of absence without pay is approved/denied by the Corporation:

Chief Administrative Officer

