

Corporate Policies

SECTION: LEAVES OF ABSENCE

SUBJECT: Personal Leave of Absence - Under Review

POLICY/PROCEDURE NO. 9.6.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: January 1995

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation may at its discretion grant a personal leave of absence with or without pay to employees. Such leaves will be granted subject to the client service, staffing, reason for the leave and the past performance of the employee.

PURPOSE:

The Corporation recognizes that, from time to time, employees may require a personal leave of absence for reasons such as extended vacation, attend long-term training, education programs, compassionate leave and other.

SCOPE:

All full-time employees with three years of continuous service.

PROCEDURE:

1. An employee with three or more years of consecutive service with the Corporation may apply for a personal leave of absence for a period that shall not exceed one (1) year.
2. All requests for a personal leave of absence must be submitted to the employee's Director, in writing, thirty (30) days in advance of the leave, stating the purpose and duration of the leave.
3. A request for a personal leave of absence will be considered based on, but not limited to, the following criteria:
 - a. Nature of the request
 - b. Length of service
 - c. Job performance
 - d. Impact on service

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4. Should a personal leave of absence be granted, credit for service for the purpose of salary, incentive programs, vacation, sick leave or any other benefits will be suspended for the absences greater than thirty (30) days.
5. The employee is responsible for the full cost of extended health benefits for the duration of the leave beyond the first thirty (30) days, except LTD and life insurance which cannot be extended beyond the thirty days absence.
6. Upon return from leave, the employee shall be reinstated into their previous position should it exist or a comparable position commensurate with the employee's qualifications, experience and ability.
7. The employee's Director and the Human Resources Division must approve an employee's request for a Personal Leave of Absence for leaves of less than three (3) months in duration. For leaves in excess of three (3) months, in totality, approval must be obtained by the employee's Commissioner and the Human Resources Division.

ACCOUNTABILITY:

Management, in conjunction with the Human Resources Division, is accountable to ensure adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Advisor, Human Resources Division.