

## **Leave of Absence (Paid)**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0708</i>
<b>Revised Date</b>	<i>May 11, 2022</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### **Introduction**

#### **Purpose**

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees and students of the entitlement for possible employee time off in relation to paid leaves of absence. This policy does not apply to unionized employees who are referred to their collective agreement.

#### **Legislative Authority**

### **Policy Definitions and Interpretation**

#### **Policy**

In exceptional circumstances as outlined herein, a Vice President /Medical Officer of Health (for the MOH's direct reports) may at their discretion, and after consultation with the Human Resources Manager to ensure consistency, grant employees paid leaves of absence.

#### **Procedures**

The Vice President /Medical Officer of Health may, at their discretion, after consultation with the Human Resources Manager and in accordance with the following conditions, grant employees paid leaves of absence.

- a. To allow an employee to write the required examination(s) on completion of a course of study approved by the Vice President/Medical Officer of Health as a directly relevant academic program to the employee's position, up to a maximum of 7 hours. This time may include travel time if required to attend the writing of the examination.
- b. For unique educational purposes deemed essential to the functioning of the Health Unit and directly relevant to the employee's current position. Any decision or final arrangement as may be agreed to shall not be construed as a precedent in respect of any future decisions with the same or other employees of the Health Unit.
- c. In other unique and exceptional situations based on the particular extenuating and unique set of circumstances. The granting of such extraordinary requests shall be on a one-time without prejudice or precedent basis given the unique set of circumstances

***Related Policies***

***Related Forms***

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B5.040

May 11, 2022, Updated clarifications