

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

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

### ***Introduction***

N/A

### ***Purpose***

To establish conditions under which paid absence of stated duration may be granted to permanent employees.

### ***Legislative Authority***

N/A

### ***Policy Definitions and Interpretation***

N/A

### ***Policy***

1. The Director may at his/her discretion 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 relevant to the employee's profession.
2. The Board of Health may, in accordance with following conditions, grant employees paid leaves of absence;
  - a. For educational purposes under such further terms and conditions as agreed to by the employee and the Board of Health. (Any decision or final arrangement as may be agree to, shall not be construed as precedent in respect of any future decisions with the same or other employees of the Board of Health.)
  - b. Other - The Board of Health will consider such other requests for paid leaves of absence based on the particular circumstances of the request and recommendations of the Director.

### ***Procedures***

N/A

### ***Related Policies***

N/A

***Related Forms***

N/A

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

Review/Revision History:

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