

## Leave Days (With Pay)

## Policy No. 312

**Policy Statement:** Employees in permanent full-time or part-time (18 hours per week or greater) positions may request up to three (3) leave days/twenty-one (21) hours with pay. Part-time employees will have the three (3) days prorated based upon the regular hours of work of their part-time position.

**Procedure:**

- a) Eligible employees will submit their request normally in advance of the requested date(s) in writing to their immediate supervisor or designate, and provide the reason for their request.

Note: Requests are not intended to supplement or replace other benefits such as sick leave, personal medical/dental appointments, vacation, etc.

- b) Reasons for the paid leave are:
- illness of an immediate family member, e.g. child, spouse, or parent
  - attending a medical appointment with an immediate family member
  - moving or change in residence
  - court appearance (not subpoenaed)
  - appointments related to legal matters
  - emergency family matter
  - volunteering at a school, community or charitable service.
- c) Leave days (with pay) are available only in the current calendar year (January 1 to December 31) and are not transferable to the following calendar year, nor are they paid out upon termination of employment.