

Medical/Dental Appointments

Policy No. 314

Policy Statement: Employees can be granted time off for medical/dental appointments.

Definitions: Medical/dental appointments include tests, examinations, and/or treatment/therapy provided by physicians, dentists, psychologists, chiropractors, physiotherapists, or other health care professionals/practitioners.

Procedure:

- a) Employees requesting time off to attend medical/dental appointments are to make such requests to their immediate supervisor or designate as soon as possible.
- b) Employees can elect to exercise one of the following options, and which should be communicated to their immediate supervisor or designate:
 - use their paid sick leave (only after completion of probationary period)
 - use banked overtime
 - take it as unpaid time/unpaid leave of absence
 - work the time back (requires approval)
- c) If the paid sick leave, banked overtime, or unpaid time option is elected, the employee's time sheet must accurately document the total hours and option selected.

Also refer to Policy:

No. 313 Sick Leave