 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resource Manual</p>
<p style="text-align: center;">Leave General</p>	<p style="text-align: center;">Section 1301</p>

LEAVE - GENERAL

PURPOSE

1. Various types of leave (time off) are granted to Government employees.

APPLICATION

2. These guidelines and procedures apply to all employees.

GUIDELINES

3. An employee is required to complete an application for leave for all leave or time off other than the following:
 - (a) casual leave of less than two hours to attend an appointment with a doctor, dentist or lawyer during working hours;
 - (b) time off for special occasions approved by the Minister of Human Resources;
 - (c) time off for voting.
4. Except where otherwise established in these guidelines, and subject to departmental practice, the employee's immediate supervisor is normally the departmental officer who may approve leave.
5. An employee may be granted casual leave with pay without deduction from an employee's special leave credits for a maximum of two hours for the following purposes:
 - (a) to attend an appointment with a doctor, dentist or lawyer during working hours; or
 - (b) for other purposes of a special or unusual nature where the Deputy Head is satisfied that casual leave is warranted.
6. Employees may be granted leave with pay to a maximum of one day per occurrence without deduction from special leave credits where the employee's physician requires them to attend regular or recurring medical treatments and checkups.



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7. An employee is expected to report to duty and work unless on authorized leave.
8. An employee is entitled to be paid for authorized leave in the following circumstances:
 - vacation leave (including winter bonus days);
 - annual leave;
 - sick and injury-on-duty leave;
 - court leave;
 - special leave;
 - time off in lieu of overtime payment;
 - medical travel time;
 - training and education leave.

PROVISIONS

9. The employee discusses requests for leave with the supervisor. This should be done as far in advance as possible so that the supervisor can make plans for work that must be done in the employee's absence.
10. An application for leave is filled out by the employee.
11. If the leave is one that the employee has accumulated, or may be advanced credits for, the application is submitted. Leave credits are certified before submission to the appropriate departmental officer for approval. This includes the following leave:
 - vacation leave (including winter bonus days);
 - sick leave (including medical travel leave);
 - special leave;
 - time off in lieu of overtime pay.
12. An application for leave for which credits are not accumulated is submitted directly to the appropriate departmental officer for approval.
13. The employee and the immediate supervisor are jointly responsible for the completion and authorization of an application for leave for:
 - leave taken without prior approval (e.g., emergency leave, special leave for the death of a relative or special leave for illness of a relative, etc.);



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- restoration of a recall from vacation leave; or
- any change in a previously approved leave after the leave has started.

This must be done immediately after the employee returns from leave.

14. Upon receipt of the application for leave, the appropriate departmental officer completes the approval section and distributes to the appropriate personnel. This must be done in a timely manner, especially when the leave is denied or modified.

AUTHORITIES AND REFERENCES

15. Public Service Regulations
Section 22 - 40, Leaves of Absence
16. Main Collective Agreement with NEU
Article 17, Leave - General
17. Collective Agreement with NTA
Article 13, 14, 15
18. Senior Managers' Handbook
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19. Excluded Employees' Handbook
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CONTACTS

20. For further information or clarification, please contact:

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