



**EM63**

**LEAVE ENTITLEMENTS**

**EM63**

Effective Date: 01 January 1996  
Last Reviewed/Revised Date: 16 May 2023\*

**Contents**

POLICY..... 1

REASON FOR POLICY ..... 1

RELATED POLICIES..... 1

PROCEDURES..... 1

    Leave Requests & Approval..... 1

    Accumulation of Leave ..... 2

    Leave of Absence without Pay ..... 2

**POLICY**

1. Leave entitlements shall be granted pursuant to the current Collective Agreements and Individual Employment Agreements for exempt employees.

**REASON FOR POLICY**

2. To comply with the Collective and Employment Agreements in providing a framework within which leave entitlements are efficiently scheduled and managed.

**RELATED POLICIES**

EM14 – Oath of Office & Employment Terms

**PROCEDURES**

**Leave Requests & Approval**

3. Employees shall submit their leave schedules, and any subsequent changes thereto, to their supervisor for approval.
4. Supervisors shall approve and schedule leave according to minimum staffing level requirements, and all leave approval is subject to court

**EM63**

**Leave Entitlements**

**EM63**



- commitments, Department priorities, and operational needs.
5. Supervisors shall ensure the following deadlines are communicated to members in their Section, for leave the following year:
    - a) vacation leave shall be scheduled by May 30<sup>th</sup>; and
    - b) float leave and statutory leave shall be scheduled by November 30<sup>th</sup>.
  6. Leave shall be requested and scheduled in the following manner:
    - a) Annual Vacation and Statutory Leave shall be requested and scheduled en bloc;
    - b) speciality section members shall use Statutory Leave for statutory holidays that fall on a regular working day;
    - c) members are not permitted to adjust their regularly scheduled working days in a week where a statutory holiday falls; and
    - d) Float Leave is not required to be scheduled en bloc and may be requested and scheduled as approved.

**Accumulation of Leave**

7. All leave must be taken in the year in which it is earned and may not be accumulated for use in a future year, except in accordance with Collective or Employment Agreements.

**Leave of Absence without Pay**

8. Any request for a leave of absence without pay must be submitted in writing to the Deputy Chief i/c Administration Bureau stating the reason for leave and the time off requested.
9. Leave request for periods up to forty (40) hours require the approval of the Deputy Chief i/c Administration Bureau and leave requests for periods in excess of forty (40) hours require the Chief Constable's approval.
10. A request for a leave of absence without pay shall take into consideration the employee being required to exhaust all leave accumulation and banked overtime, depending on the circumstances and at the discretion of the Deputy Chief i/c Administration Bureau, or delegate.



11. Any employee granted leave of absence in excess of one calendar month will be required to prepay both the employer and employee's costs for all benefits, including medical, dental, group life, extended health, and if the employee so elects, superannuation benefits, and employees shall not receive sick time credits or statutory holidays, where increment dates for leave accumulation and seniority will be adjusted accordingly.
12. Annual vacation credits for the next year will be pro-rated for any leave of absence without pay in excess of one calendar month.

\*Revised Dates:  
01 May 2008  
12 April 2012  
12 December 2013