



## **SECTION 6: HUMAN RESOURCES**

### **POLICY 6.13: LEAVES OF ABSENCE**

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**Passed:** 6.13.4 – August 27, 2008/ 6.13.6 – July 25, 2018

**Amended:** 6.13.2 – September 28, 2016/6.13.5 – August 22, 2013, 6.13.3 & 6.13.4 – November 27, 2019

#### 6.13.1 Intent

All leaves granted by the Library Director are subject to Library operational requirements except bereavement leave, maternity leave, sick leave and legislation. All accrued vacation must be used prior to the start of the leave of absence.

The employee will continue to accrue vacation at their current annual vacation entitlement rate for up to two (2) weeks of an approved leave.

#### 6.13.2 General Leave

The Library Director may in exceptional circumstances grant a leave of absence of up to six (6) months without pay to any employee requesting such leave for good and sufficient cause. This means pressing personal, family, legal and/or financial affairs, emergency, extended vacations or unusual circumstances. Such request must be in writing where possible to the Library Director ten (10) working days in advance.

The employer shall continue to pay its share of the premiums for Medical Plan, Extended health and Dental Plans during a general leave of up to two (2) weeks, subject to approval by the plan carrier. Employees wishing coverage for leaves longer than two (2) weeks shall pay the full amount of premiums and their coverage shall continue subject to the plan carrier approval.

#### 6.13.3 Bereavement Leave

In the event of the death of an immediate family member, all full-time and part-time employees, including Pages, may be granted a leave of up to five (5) consecutive days of Bereavement Leave with pay. Part-time employees will be reimbursed for only those hours that they would normally be scheduled to work during those five (5) days. For the purposes of bereavement leave the Library defines members of the employee's immediate family as spouse, an employee's or spouse's parents, step-parents, guardians, children, step-children, siblings, grandparents and grandchildren.

Additional leave may be granted by the Library Director upon request, when travel is required or under special circumstances. The Library Director may expand the definition of immediate family upon request.

#### 6.13.4 Mourners Leave

In the event of the death of a person who does not come within the definition of an immediate family member as defined under Section No. 6.13.3, all full-time and part-time employees, including pages, may be granted up to one (1) day of Mourners Leave with pay.

#### 6.13.5 Personal Leave



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The Library Director may grant any employee, excluding Pages, a reasonable leave of absence of up to three (3) days of normal work hours per year (from the employee's anniversary date) with pay, on emergency or compassionate grounds, based on individual needs and circumstances of employees. Such leave shall be deducted from the employee's accumulated sick leave credits or yearly sick leave entitlement. The three (3) days leave allowance will not be cumulative from year to year.

#### 6.13.6 Maternity Leave

Employee benefits will continue during a maternity leave. The City of Prince George Payroll Department determines how the employee contribution will be paid on return to work.