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| Section Human Resources | Administrative Procedure Number RCJTC AP.05.25 |
| Administrative Procedure Title Special Leave Procedure | |
| Date June 1, 2015 | Revised |

1. A full-time employee may be granted a leave of absence for attendance to urgent personal business without deduction of salary up to a maximum of six (6) days in any one fiscal year (September to August).
2. This special leave is in addition to other forms of leave under the collective agreement such as sick leave and compassionate leave.
3. Except in the case of emergency, requests for leave shall be submitted to the General Manager or designate for approval fifteen (15) business days prior to the commencement of the leave. Such leave requests will be responded to within ten (10) business days. In urgent circumstances, an employee may request verbal approval of the General Manager or designate and advise their immediate supervisor verbally prior to the commencement of the leave. The verbal request shall be confirmed in writing as soon as possible.
4. RCJTC may, at its discretion, grant leave for urgent personal business in excess of six (6) days.
5. Leave of absence under this section is neither cumulative from year to year nor is it to be used for holidays.
6. When the employee for any reason works fewer days than the regular work year, the salary payable shall be reduced proportionately for any special leave used in excess of the 3/12 day per month.
7. Examples of special leave with pay include but are not limited to:
 - a) an emergency in the staff member's family involving a child, spouse or parent
 - b) attendance at a college or university graduation ceremony in which the staff member, spouse or dependents are receiving a diploma or degree (maximum of one day)
 - c) appointments of a legal or other professional nature, where clear evidence is provided that the arrangements could not be made for a time outside of regular

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- working hours (maximum of one day)
 - d) the death of a close friend of the family when the staff member would feel a need to attend even if the special leave with pay were not granted
 - e) participation in religious holidays
 - f) a staff member who is the spouse of a member of the military shall be granted paid leave of up to three (3) days with deduction from the staff member's sick leave account for the purpose of attending to matters associated with a military deployment where the spouse is deployed to an active war zone (for a minimum of six (6) months).
8. Special leave with pay is not granted for the following activities *but may be granted without pay*:
- a) Transporting a child to and from university or attending a university activity other than graduation
 - b) Celebration of a family member achievement
 - c) Unspecified personal business or personal business which could be arranged outside of regular working hours
 - d) Arranging to move to or from Renfrew County
 - e) Accompanying a spouse on a business trip
 - f) Arrangements for retirement for self or spouse
 - g) Interview for a job outside of the district; or
 - h) Court appearances to challenge a charge such as a traffic violation.
9. Not Eligible for Special Leave
Special leave, *with or without pay*, shall not be granted for such purposes as the following (unless specifically provided for by a Collective Agreement):
- a) Marriage of the staff member
 - b) A vacation or pleasure trip
 - c) Activities of social or service clubs when the activities do not have a direct bearing on the professional duties of the staff member; or
 - d) Paid vacation

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P.05.25 *Special Leave Policy*

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