



KINGS TRANSIT AUTHORITY

# ***PERSONAL LEAVE POLICY***

Created and Approved: JANUARY 2015

CHAIRPERSON

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GENERAL MANAGER



# Kings Transit Authority

## Personal leave Policy

### **Purpose:**

It is the Responsibility of Kings Transit to establish a uniform policy on personal leaves of absence and to specify, as near as is possible, the conditions under which such leaves of absence will be granted.

### **Objectives of this policy are to:**

- a. identify the types of leave allowed;
- b. define the eligibility requirements;
- c. outline the procedure for applying for leaves of absences;
- d. define the approval system and level of authority required; and
- e. outline the treatment of benefit premiums, vacation entitlement, and sick leave benefits while on a personal leave of absence.

### **The General Manager will:**

- a. administer and implement the Personal Leave Policy of Kings Transit
- b. identify necessary revisions to the Personal Leave Policy in consultation with other managerial staff.
- c. ensure that staff are advised of the Personal Leave Policy as located in the Policy Manual.

### **Employees will:**

- a. be familiar with, and act in accordance with, the Personal Leave Policy.

### **Types of Leave:**

#### **Personal days off without pay**

A day off without pay may be considered once vacation time, personal days and sick time has been exhausted and as long as the following conditions have been met;

- 1) An absence request form has been submitted to the operations supervisor well in advance of the date requested.
- 2) Operational requirements are fulfilled. The provision of services is not adversely affected and it can be shown to be of benefit;
- 3) Employees are full-time Employees;
- 4) Employees that have used eight (8) or more sick and personal leave days from the previous calendar year may not be eligible to participate;
- 5) There is no additional cost to the Employer; and
- 6) Approval has been received from the Operations Supervisor or the General Manager

#### **Leave of Absence for Public Office:**

The board recognizes the right of an employee to participate in public affairs. On written request, the board shall grant a leave of absence without pay so that the employee may be a candidate in a federal or provincial election.

An employee who is elected to public office shall be allowed a leave of absence for one term of office.



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### **Leave of Absence for Personal Reasons:**

A leave of absence for up to one (1) year for personal reasons may be granted.

### **Leave of Absence Due to Illness:**

A leave of absence due to illness must be requested when an employee has exhausted all sick credits. This approval is subject to whether the employee is able to return to work in the future and the conditions of the Long Term Disability agreements.

### **Educational Leave:**

A leave of absence for employees who wish to further their education in a discipline related to their employment for a period for up to one (1) year.

### **Procedure:**

- 1.1. A personal leave of absence may be granted where circumstances require an Employee to be absent from the workplace. The Employer has final decision as to if, and when, a leave of absence is approved.
- 1.2. A request for a personal leave of absence must be submitted, in writing, by the Employee. The request must state the period of leave required and the reason. The onus is on the Employee to substantiate the reason for the leave.
- 1.3. Requests for a personal leave of absence will be considered on an individual basis. The Employer shall consider the following factors for each request:
  - i. The Employee's length of service and performance;
  - ii. The reason for leave of absence;
  - iii. The service area's current workload;
  - iv. Availability of suitable replacement staff;
  - v. Cost to the Employer; and
  - vi. Previous requests for leaves of absence.
- 1.4. While on a personal leave of absence, the Employee will be responsible for 100% of all benefit premiums.
- 1.5. For greater certainty, an Employee shall not accumulate seniority, vacation entitlement or sick leave while on a personal leave of absence.
- 1.6. Employees granted a leave of absence shall resume work on the first work day following the expiration date of the approved leave. If the Employee does not return to work or has not received approval to extend their leave of absence, the Employee may be presumed to have resigned employment and may be subject to loss of all related employment benefits.