

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-IV-4

Title:

Leave of Absence

Page 1 of 2**Adopted:** November 20, 2002**Reviewed:** February 2018**Revised:** October 15, 2008; March 2015; February 2018

Policy

Under special circumstances leaves of absence may be granted by the Board for the CEO, and by the CEO for all other employees. The conditions for a leave of absence are outlined below. Requests for a leave, other than those specified in this section, must be referred by the CEO to the Board, or to the chairperson acting on behalf of the Board, who will decide if the request will be granted and, if so, under what conditions. Leaves of absence, as may be granted under the terms of this policy, shall be considered as continued service by the employee.

Procedures

Leave without pay

As outlined in the Employment Standards Act, employees have the right to take **unpaid time off** from work for the following types of leave: pregnancy, parental, personal emergency, family caregiver, family medical, critically ill child care, organ donor, reservist, and crime-related child death or disappearance leave. Employees are referred to the ESA website for details of eligibility.

See Also: [Parental Leave \(unpaid\) F-IV-10](#)
 [Critical Illness Leave \(unpaid\) F-IV-11](#)

Employees are entitled to be reinstated to the same position held before the leave if it still exists, or to a comparable position if it does not.

Leave with pay

1. Compassionate leave

- i) When death occurs to a person with whom an employee has been closely associated, the employee shall be granted leave of absence with pay for one (1) day at the discretion of the CEO, or the discretion of the Board Chair in the case of the CEO. Proper documentation may be required.

2. Special leave

- i) An employee who is prevented from working a scheduled day due to having to serve

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Page 2 of 2

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on a jury, on a reporting role, or serving as a subpoenaed witness shall be paid the difference between the pay received for such service and the pay that otherwise would have been received from the Board.