



CITY OF QUESNEL

LEAVE MANAGEMENT POLICY

EFFECTIVE DATE: February 2003
REVISION: October 2014
PREPARED BY: Human Resource Advisor

AUTHORIZED BY: _____
City Manager

POLICY PURPOSE

It is the policy of the City of Quesnel to manage employee leaves in a fair and consistent manner.

PROCEDURES

1. Employees who request to be absent from work for any reason, must complete a Leave Management form (HR21) and submit to their designated supervisor in advance of the absence. When it is not possible to request absence prior to the leave (e.g. illness, bereavement, birth of child etc.), employees must complete and submit a leave form immediately upon their return to work.
2. Supervisors are to submit all bereavement forms to the Human Resources Department for approval.
3. The supervisor will ensure that the employee is eligible and entitled to the leave before authorizing the absence. A Doctor's certificate should be attached, if available or required, to a sick leave form. Forms covering more than one absence may need to be copied, and each request approved/rejected individually.
4. The supervisor should retain a copy of the Leave Management form(s), and submit the original(s) to the Human Resource Department.
5. Approved leave forms for exempt staff should be submitted to the Human Resource Department for recording.
6. The Human Resource Advisor will maintain the leave records for Exempt staff and will issue a Leave Record report to exempt staff and respective supervisor periodically throughout the year for reconciliation purposes. Any discrepancies should be coordinated via Human Resources.

7. Exempt staff and their supervisor should sign off the Employee's electronic leave record report to confirm agreement with the reconciliation report. This record along with leave management forms should then be kept in the Employees Leave file.
8. Directors and Managers should ensure that bargaining unit employees use all their vacation days within the calendar year, so that there is no carry over in excess of five (5) days. In extreme circumstances, where operational demands limit the taking of vacation, unused vacation in excess of five (5) days will be paid out before the end of December.
9. CUPE employees may defer a maximum of five (5) days annual leave upon request to their supervisor, and in accordance with the applicable Article within their Union Agreement.
10. Exempt staff may carryover five (5) vacation days and archive over and above this amount at the rate for which it is earned. Archived time will be paid out upon termination of employment or may be taken during a leave of absence as approved by the City Manager.