

<i>The Town of Fort Frances</i>	SECTION HUMAN RESOURCES
<u>LEAVE OF ABSENCE WITHOUT PAY</u> <u>POLICY</u>	REVISED September 2002 March 2004
Resolution No. 130 (03/04)	Supercedes Resolution No. 448 (10/02)
Policy Number 3.5	PAGE 1 of 1

Reasonable leave of absence, without pay, at the discretion of the Corporation, may be granted to any employee. It is understood that at no time, a leave of absence will be granted for a period exceeding thirty (30) days (per annum) except in the case of extenuating circumstances. Approval of any unpaid leave of absence is at the sole discretion of the immediate supervisor.

All vacation days, floaters, lieu time, etc. must be used before time off without pay will be granted. An exception may be made when an employee's vacation has been scheduled and approved for the year and an unexpected event occurs during the course of the year where a request for time off without pay may be necessary. Approval is at the sole discretion of the direct supervisor. All overtime / lieu time must be used prior to time off without pay being requested.

Employees who request to use vacation time or floaters will be given first priority over an application for an unpaid leave of absence.

All requests for time off without pay must be submitted in writing and must be made in advance to the Supervisor. In an emergency situation, short notice may be accepted with the Supervisor's approval.

If a replacement is required, time off without pay can only be taken in full days or half days and not hourly.

Time off without pay will not be granted to an employee if it results in a cost to the Corporation or a reduction of services to customers. In addition, if there is no available qualified replacement staff, or if time off without pay results in the reduction of child / staff ratios so as to force reduced enrolment or a reduction in programming, the request will be denied.

Time off without pay will be deducted from the pay period that the time off was scheduled.