



# Corporate Policy Manual

Sub Topic:	Personal Leave of Absence	Policy No.	11-01
Topic:	Leaves of Absence	Employees Covered:	All Employees With a Minimum 12 Months' Continuous Service
Section:	Human Resources	Council Adoption Date:	
Effective Date:	June 1998	Revision No:	001
		Date:	May 4, 1999

## Policy Statement & Strategic Plan Linkages

It is the policy of the Town of Newmarket to recognize that under certain circumstances an employee may require time away from work to deal with personal and/or family matters. Leaves under such circumstances may be granted provided the following conditions have been met.

## Definitions

A Leave of Absence is defined as an absence from work (to a maximum of 12 months) for reasons that have been approved by the employer. Such time off is with prior consent of the Town and will be without pay.

1. An employee shall submit the request for a Leave of Absence (to a maximum of 12 months), in writing, to the respective Director at least four weeks prior to the beginning of the leave. The notice period may be waived in exceptional circumstances.
2. The written request must provide the reason for the Leave of Absence, and clearly identify the dates the leave will begin and the anticipated date of return.
3. For requested leaves of up to, and including, 10 working days, the Director will make a determination to approve or deny the request based on operational and departmental needs.
4. For requested leaves of between 11 and 30 days, the Director, in consultation with the Chief Administrative Officer, will make a determination to approve or deny the request based on operational and departmental needs.
5. For requested leaves of over 30 days, the Director, in consultation with the Chief Administrative Officer, will make a recommendation, based on

operational and departmental needs, to the respective Committee of Council for their consideration.

6. The Leave of Absence shall be approved in writing and the conditions of the leave signed by the Director, the employee and a representative of Human Resources.
7. If the employee wishes to extend the Leave of Absence, he/she must notify the Director, in writing, 60 days in advance of the expected return to work date. For leaves of less than 2 months the minimum extension notice period is two weeks prior to the expected return to work date. Such requests shall be reviewed by the Director and he/she shall respond in writing with an approval or denial of the extension, within 3 days of the request.
8. Should the employee fail to return to work on the agreed upon date without an approved extension or making alternative arrangements with his/her Director, it shall be deemed as a voluntary resignation.
9. All Leave of Absences will be unpaid. The employee shall not accumulate seniority during the Leave of Absence period. Further, the employee shall be unable to: accrue seniority for the purposes of vacation entitlement; or earn pay for statutory holidays, jury duty or bereavement leave for the period of such absence.
10. For Leave of Absences of over four weeks, the Town will make every effort to re-instate the employee in their present position where possible and practical, subject to the terms and conditions in place at the Town, and any organizational restructuring, which may occur during the absence.
11. For Leave of Absences over two weeks, the employee will have the option of continuing with the benefit coverage, and shall be responsible for funding the full cost of the premiums for those benefits they choose to retain during the leave of absence. The cost of the benefits must be pre-paid prior to the commencement of the leave.
12. Long term disability coverage is not available during the period of the leave of absence.
13. The employee may protect the period of service for pension purposes. All OMERS purchase rules and regulations shall be respected.
14. Upon return from the Leave of Absence the employee, in conjunction with Human Resource Division, shall complete an OMERS Broken Service Election Form.
15. Should the employee choose to purchase all, or part, of the broken service, they shall be responsible for the entire cost (i.e. the employee's portion and the Town's portion) for the period. The employee must understand that the choice they make with respect to purchasing the broken service may affect their pension.