

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: LEAVE WITH PAY

EFFECTIVE:

1.0 SCOPE

1.1 This policy is issued under authority of DMRC Minute # **07-21**.

1.2 Purpose

1.2.1 This policy provides for the administration of various paid absences from work where such absences are deemed by the employer to be situations where the employee should not suffer a loss of regular pay.

1.3 Application

1.3.1 This policy applies to all individuals employed under the *Public Service Act* and the *Education Act*.

1.4 Definitions

1.4.1 "authorized leave" is an absence from work which has been approved by the appropriate authority and in accordance with policies governing attendance and collective agreement entitlements.

1.4.2 "eligible employees" are employees who may be eligible for certain types of leave according to the terms and conditions of their employment and respective collective agreements.

1.4.3 "leave with pay" is a period of authorized leave without loss of regular pay.

1.5 Types of Leave

1.5.1 There is a range of types of leave defined in collective agreements and Section M. Employees should consult the applicable collective agreement, Section M, legislation and other policies to determine which leave entitlement applies.

2.0 ROLES AND RESPONSIBILITIES

2.1 Employees

2.1.1 Employees shall apply for authorized leave for any period of leave for which they are eligible using designated forms. Completed leave requests shall be submitted to the employee's immediate supervisor.

2.1.2 Eligible employees shall normally receive leave with pay for Designated Paid Holidays without written application. Employees in continuous operations may be required to work on Designated Paid Holidays and to receive alternate compensation as specified in their terms and conditions of employment.

2.1.3 Employees who are eligible to vote shall normally receive leave with pay to attend the polls without written application. Time off to vote leave is granted in accordance with the requirements of federal and territorial laws for federal, territorial and municipal elections. In exceptional circumstances, where the distance an employee must travel to vote requires it, the deputy minister may allow additional time off with pay.

2.1.4 Employees will not be granted pay advances except in circumstances of approved vacation leave. Where an employee's request for vacation leave has been approved, the employee may request advanced pay by completing the appropriate leave form. In this case, if the employee is requesting advanced pay, it must be indicated in the appropriate place on the leave form and submitted no earlier than five (5) weeks or no later than three (3) weeks before the approved effective date.

2.2 Departments

2.2.1 Each department shall maintain for each employee a record of leave entitlements, accruals and use.

2.3 The Public Service Commission

2.3.1 The Public Service Commission shall provide consultation to departments and employees respecting the appropriate use of paid leave entitlements.

References

Application Guidelines (issued by Staff Relations)

GAM Volume 3

Canada Election Act

Yukon Education Act

Yukon Elections Act

Yukon Municipal Act

Collective Agreement between Government of Yukon and the Public Service Alliance of Canada

Collective Agreement between Government of Yukon and the Yukon Teachers' Association

Section M – Conditions of Employment for managers, legal officers and deputy ministers