

Passed By Council on:

Purpose

To provide procedures and guidelines to employees who wish to take short periods from work for personal business.

Policy Statement

1. Personal business leave may be granted to an employee, upon request, by the Supervisor provided the reason for the leave is of an immediate nature or due to an appointment which could not be scheduled after working hours. Operational considerations may require that requests be delayed or denied for justifiable reasons. All requests for personal leave must be pre-approved by the Supervisor prior to the employee taking the leave.
2. The duration of the leave shall be minimized by the employee to reflect as little time absent from work as possible. Personal business leave is limited to a maximum of two (2) hours per request. Leave in excess of 2 hours must be taken in ½ day increments and will be deducted from an employee's annual leave balance.
3. The proper Employee Leave form (blue slip) shall be completed by the employee and signed by the Supervisor.

Employees should be aware that a Supervisor has a right to know generally the nature of the business in order to determine if approval of the leave is warranted.

Application

Responsibilities

Department of Human Resources, Supervisors, all employees.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Management Handbook Policy Statement No. 4. Finance and Administration Standing Committee report October

14, 2004; Regular Meeting of Council October 25, 2004.

Review Period

[Back](#)