



Number: HR 19.0
Date: June 25, 2009
Supersedes: Oct 31, 2003

GENERAL MANUAL POLICY

APPROVED BY:

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CATEGORY: Human Resources

TOPIC: Personal Days

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POLICY

It is the policy of Community Living Thunder Bay to approve twenty – four hours of an employee's accumulated sick time hours for personal reasons.

PURPOSE

To provide an option for employees to take time off for personal reasons, for which the employees do not have to provide rationale. Union and management have agreed to the policy and procedure with the understanding that it could assist in creating an atmosphere of trust and honesty among employees and managers.

Initial: KJP.

GENERAL MANUAL PROCEDURE

TOPIC: Personal Days

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PROCEDURE:

1. Full time employees may request time off from their supervisor for personal reasons without providing an explanation. The request must be for a minimum of two hours. The supervisor may approve the time off following the procedure used to approve sick time requests. The shift will be filled following the normal procedure for filling sick time shifts.
2. Each full time employee will be provided with 24 hours of personal time per payroll year.
3. The hours will be taken from the employee's accumulated sick time accrual.
4. Any personal hours remaining at the end of the fiscal year will remain in the employee's sick time accrual.
5. Personal time will not accumulate from year to year.
6. Personal time used will be tracked on an employee's pay statement. Employees are responsible to request personal time they have remaining only. If an employee takes personal time, although approved by a Team Leader, but does not have personal time remaining in the year, the employee's vacation accrual will be deducted for those hours. If the employee does not have any vacation hours remaining, the employee will not be paid for the personal hours taken.
7. In order to qualify for a personal day an employee must work his last full scheduled shift immediately preceding and his first full scheduled shift immediately following the holiday unless excused from doing so by the Employer. (As per article 17.04 in the Collective Agreement.)
8. Each full time employee will request personal time off from his/her Team Leader. The employee should attempt to give as much notice as possible.