

SAMPLE: Personal Leave Policy

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

SOLS appreciates that for special situations, a leave with full or partial pay may be appropriate. If staff need a leave for compassionate or other personal circumstances, they are to make a written request through their supervisors and division director to the Director of Operations. Such leaves are discretionary to meet the operating needs of the organization.

During leaves of absence without pay in excess of 30 calendar days, staff may continue participating in Benefits, Group Insurance and Pension plans by arranging, with the Finance Administrator, to pay full premiums at least one (1) week in advance of the first of each month of coverage. For each whole month staff are on a leave of absence without pay, they are not entitled to earn vacation leave (refer to section 21.2) and sick leave (refer to section 21.3) credits. Staff should note that this paragraph does not apply if they are on pregnancy and/ or parental leaves