



Category: Human Resources	Responsible Owner: HR Manager	Effective Date: March 2016
Policy/Form Number: 5.4	Approval Body: Board of Directors	Policy/Form Name: Time Off for Medical and Dental Appointments Policy

A. POLICY:

PURPOSE/COMMITMENT: The purpose of this document is to define time off for personal medical and dental appointments.

SCOPE: If appointments have to take place during work time the employee should attempt to schedule the appointment at a time that is the least disruptive to their department whenever possible.

WHEN TO USE THE POLICY: Reasonable time off for medical and/or dental appointments for employees and for accompanying immediate family to such appointments is permitted when it is not possible to schedule medical and/or dental appointments outside regularly scheduled working hours.

DEFINITIONS:

Responsible Owner: Human Resources Manager

Category: The category or grouping that the policy falls into i.e.

- 1.0 Administration
- 2.0 Education
- 3.0 Finance
- 4.0 Marketing, Admissions and Recruitment
- 5.0 Human Resources
- 6.0 Enterprise Risk Management
- 7.0 Student Services
- 8.0 Technology
- 9.0 Health, Safety & Environment

B. PROCEDURES:

1. Non-instructional employees may elect to make up the time off work when attending a medical or dental appointment for a period of time no longer than two hours. Under special circumstances this may apply to instructors as well. This arrangement must be pre-approved by the appropriate Dean or Department Head. Alternatively, the employee may take a half day off as described below.

- 2. For absences greater than two hours an employee must request to take half a day or a full day off. Probationary, sessional and sessional step 1 employees must take this time off as Unpaid Leave. Others can claim this time either as a Business Day (if eligible), Sick Day, Vacation Day (non- instructional) or Unpaid Leave.
- 3. When requesting leave, the employee should provide advance notice whenever possible to assist with arranging coverage or substitutes as necessary.
- 4. All absences from work must be authorized and recorded per calendar year by the appropriate Dean or Department Head.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner: <small>DocuSigned by:</small> <i>Denise Gibleyman</i> <small>29BE2BF9E2EA4B6...</small>	Date: 1/22/2021
Principal or Designate: <small>DocuSigned by:</small> <i>Robin Hemmingsen</i> <small>3B3AA9ED741145B...</small>	Date: 1/24/2021

Chair, Board of Directors:	DocuSigned by: <i>Mike Metcalf</i> EB64BC1A0B4B4EC...	Date: 1/22/2021
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Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
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