

To: Mayor and Members of Council

December 20, 2010

Re: Leave of Absence Policy

Background

The Town of White City currently does not have written policy around temporary leaves of absence. We currently have a permanent employee that will be going maternity leave, and there are questions unanswered in regards to Group Benefits. SUMA encourages municipalities to have a written policy that is approved by Council.

Discussion

I have drafted a policy, as attached, for Council consideration. The policy defines a mandatory leave and a discretionary leave. A discretionary leave of absence must obtain Council approval. An employee that is on an approved definite leave of absence will have group benefits, through SUMA, extended during the leave period. The payment of the benefits will continue at the same proportion as if the employee is still at work, for example group benefits are cost shared between the employer and the employee on a 50/50 basis.

Pension contributions will be offered according to what is allowed by Municipal Employees Pension Plan, as described in Appendix "A" of the policy.

Budget Implications

None.

Conclusion

The Town does not have written policy around this subject and is for time encountering an employee leaving on a temporary leave of absence. The policy that is attached is one that is common in municipal governments.

Recommendation

Administration has provided Council a policy for Leave of Absences for their consideration. If Council approves of the attached policy then Administration recommends the following motion to be passed:

"THAT the 'Leave of Absence Policy' be approved and a copy be attached hereto."



Town Manager

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Shauna Bzdel".

Shauna Bzdel,
Town Manager

POLICY TITLE: Leave of Absence (L.O.A.) Policy	POLICY NO.: 2010-03	EFFECTIVE DATE:
ORIGIN: Administration	ADOPTED BY COUNCIL:	RESOLUTION NO.:
TOWN OF WHITE CITY Leave of Absence Policy		

1. PURPOSE AND OBJECTIVE

Definite leaves of absence provide employees with time away from work:

- To pursue family, personal or development interests
- As necessary to recover from illness or injury

2. POLICY

The Council of the Town of White City may grant a definite leave of absence. All definite leaves of absence are without pay, except when otherwise authorized by Council.

A definite leave shall be granted in the following situations (mandatory):

- Maternity/Paternity/Adoption
- Prolonged Illness

Notwithstanding the above, providing satisfactory arrangements can be made to accommodate the work, an employee may be granted a definite leave of absence (discretionary). An employee may request discretionary leave to supplement leave provided under the mandatory provisions.

Examples of situations where discretionary definite leaves of absence are considered are:

- Educational development
- Work-Life Balance (care for child, elder care, etc.)
- Personal Interests (travel, hobbies, etc.)
- Community Service
- Career Development
- Spousal Transfers

3. **GUIDELINES**

When granting a definite leave of absence (mandatory or discretionary):

1. **Position cannot be staffed permanently** – a permanent employee has access to the same position he/she is on leave from.
2. **Employee has access to benefits** while on leave and upon return from leave.
3. **Employee has access to layoff provisions** – if an employee’s job is abolished prior to his/her return from leave, they will be governed by the same layoff provisions as if they occupied the job.

4. **EMPLOYEE RESPONSIBILITY**

1. **Provide a written request** to the Town Manager for the initial leave and for any extensions including reason for leave and supporting documentation if required (e.g physician’s statement supporting prolonged illness). Initial requests should be for periods of up to **one year**, with extensions requested after that (unless mandatory provisions provide for a longer time period).
2. **Provide appropriate notice** to the employer (notice period may vary depending upon the circumstances).

5. **EMPLOYER RESPONSIBILITY**

1. **Approves/recommends/denies** the request/extension (approval is automatic if leave is mandatory).
2. **Informs the employee** of the decision.

6. **PAYMENT OF BENEFITS**

1. The group benefit premiums will be paid at the same proportion as if the employee is still occupying the job.

2. The employee going on leave will provide the municipal office with post-dated cheques for his/her share of premiums for the duration of the approved leave of absence.
3. Contributions to Municipal Employees Pension Plan will be subject to Appendix "A".

APPENDIX "A"

Type of Leave	Contributions allowed during the leave	Contributions may be made on return to work	Service may be purchased at a later date (actuarial basis)	Who pays the contributions?
Layoff	No	No	No	No one
Maternity, Parental, Adoption Leave	No	Yes	Yes	employee responsible to pay both, employer has the option to match contribution
Education Leave Sabbatical	No	Yes	Yes	employee responsible to pay both, employer has the option to match contribution
Personal Leave	No	Yes	Yes	employee responsible to pay both, employer has the option to contribute
Disability	Yes, contact MEPP for a quote of contributions	Yes, employer must match	Yes - match	employee pays his/her portion, employer must match
Unpaid sick leave	Yes, contact MEPP for a quote of contributions	Yes, employer must match	Yes - match	employee pays his/her portion, employer must match
Paid leave of absence	continue with regular contributions	continue with regular contributions	No	No