



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:	Date:
Principal or Designate:	Date:
Chair, Board of Directors:	Date:

Proposed Review Date:	Dates(s) revised:	Replaces Policy/Form Number:
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