

 DRYDEN		POLICY
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SECTION: HUMAN RESOURCES	NO: HR-BE-03
REFERENCE: BENEFITS	Date: March 25, 2024
	Next Review Date: March 2026

TITLE: USE OF BANKED TIME

1. 0 STATEMENT

- 1.1 This policy shall apply to all classifications of employees of the City of Dryden where applicable.
- 1.2 The City of Dryden requires that all employees shall use banked vacation, sick, overtime, travel time, lieu time, or floater entitlements when taking time off from work. This is to ensure that our employees are paid accordingly and appropriately for any necessary time off.
- 1.3 Establishment of all banked time will be in accordance with the applicable current collective agreements and/or City policy.
- 1.4 In the event that an employee has exhausted their paid time-off for a specific use, they may apply for an extension of that leave, with pay, using any alternative sources of banked time credits if available and appropriate.
 - 1.4.1 Where an employee has exhausted sick leave credits, they may use other entitlements to extend the leave.
 - 1.4.2 Under no circumstances will the use of sick leave credits be permitted for use at vacation time or any other banked time.
 - 1.4.3 Applications for extended leaves should be made to the applicable manager with appropriate notice as outlined in Article 1.3 of this policy.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

1.0 STATEMENT (Cont'd)

- 1.5 Unpaid leaves of absence are available, but shall be used as a last resort, and may only be made available and approved in the event that all banked time has been exhausted and providing that the efficiency of the City operations will not be negatively impacted. The use of unpaid leave will be capped as follows:
- 1.5.1 All permanent full time employees may use up to a maximum of two (2) weeks of approved unpaid leave (seventy (70) or eighty (80) hours) each calendar year.
- 1.5.2 All other employees shall be governed under the Employment Standards Act or the Canada Labour Code III and may use the maximum entitlements each calendar year.
- 1.6 Allowance for exceptions to this policy will be considered in extenuating circumstances only and will be determined by the appropriate manager in consultation with Manager of Human Resources.

2.0 CITY CLOSURES

- 2.1 Where Council approves city wide closures of its operations, it is expected that all city employees will use paid time to cover these days. Notice of such closures will be given with reasonable advance notice.

3.0 LEGAL COMPLIANCE

- 3.1 The City of Dryden shall provide for all Provincially or Federally mandated employee leave and shall conduct its practices in accordance with such laws notwithstanding any terms of this policy to the contrary.

History			
Approval Date:	February 16, 2009	Approved by:	Council By-law
Review/Amendment Date:	October 18, 2017	Approved by:	CAO Approved
Review/Amendment Date:	October 5, 2020	Approved by:	CAO
Review/Amendment Date:	March 25, 2024	Approved by:	By-law 2024-21