

 DRYDEN		POLICY
SECTION: HUMAN RESOURCES		NO: HR-AR-01
REFERENCE: ABSENCE REQUESTS		Date: March 25, 2024
		Next Review Date: March 2026

TITLE: ABSENCE REQUESTS

1.0 OBJECTIVES

- 1.1 The purpose of this policy is to provide a system by which all permanent full time and permanent part time non-union employees receive prior approval for absence requests.

- 1.2 All absence requests shall be approved prior to the absence from work and in exceptional circumstances (ie. sick leave, bereavement leave, etc.) submitted upon the employee's immediate return to work.

- 1.3 All employees must submit a time off request for approval for every absence from work through the time entry system.

- 1.4 Failure to report absences or receive prior approval for an absence unless as noted in 1.2 will be considered fraudulent and employees may be subject to disciplinary action, as per the City of Dryden's Disciplinary Policy HR-DI-01.

History			
Approval Date:	May 20, 2014	Approved by:	By-law 4191-2014
Amendment Date:	April 24, 2017	Approved by:	CAO
Amendment Date:	May 4, 2020	Approved by:	CAO
Amendment Date:	March 25, 2024	Approved by:	By-law 2024-21

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