

		<b>POLICY</b>
<b>Section: HUMAN RESOURCES</b>	<b>NO: HR-LL-01</b>	
<b>Reference: LEGISLATED LEAVES OF ABSENCE</b>	<b>Date: October 9, 2020</b>	
		<b>Next Review Date: October 2022</b>

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## **Title: Legislated Leaves of Absence**

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### **1.0 Purpose**

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- 1.1 The purpose of this policy is to ensure that the employer grants employees leave of absence in accordance with the provisions of the Employment Standards Act or the Canada Labour Code Part III.

### **2.0 Application**

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- 2.1 As determined by the Employment Standards Act or Canada Labour Code Part III, whichever is applicable.

### **3.0 Process**

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- 3.1 Employees requiring a leave of absence as per the Employment Standards Act or the Canada Labour Code Part III, must do so as prescribed in the respective governing legislation.
- 3.2 Further information on the specific leaves is available from the Human Resources Department.

History			
<b>Approval Date:</b>	August 27, 2018	<b>Approved by:</b>	Council By-law 4575-2018
<b>Review Date:</b>	October 9, 2020	<b>Approved by:</b>	CAO