

4 Appointments

- 4.1** Employees will make every effort to schedule appointments outside of their regular working hours.
- 4.2** When this is not possible, Employees will schedule appointments at times which will least interfere with
- 4.3** The Employee will obtain approval for the absence from the Appropriate Manager in advance of the appointment.
- 4.4** The Employee will also document the leave by completing the online Leave Request form.
- 4.5** A period of absence which is due to a medical, dental, optical, physiotherapy appointment, or an appointment with a psychologist when required by a physician, may be granted without loss of pay and without deduction from sick leave provided that the period of absence does not exceed two and one-half (2 ½) hours in the day that the absence occurs.
- 4.6** Absences in excess of 2 ½ hours for any of the purposes listed at 4.5
- 4.7** The Appropriate Manager may require the Employee to submit proof of attendance when time off from work is granted to attend such appointments.

Serious Illness or Accident

- 4.8** A leave of absence may be granted in case of serious illness or or for a similar valid reason.
- 4.9** The Employee will submit a request for a leave of absence or to extend a leave of absence to the Appropriate Manager in writing.
- 4.10** If possible, the Employee will also document the leave by completing the online Leave Request form.
- 4.11** The leave of absence will be without pay and without paid allowances.
- 4.12** The Employee will not accrue vacation entitlement during the leave without pay.

5 Approval Authority

- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and

- sponsor the revision of this policy and related procedures when necessary.

Instructions/Forms 6 Leave Request

History 7 *Approved:* accepted by the JOB Executive Committee, May 24, 2011;
approved by the Associate Vice