

Section/Number: Leave Management–011	Approval Date: (DD/MM/YY)
Subject: Casual Leave	Amendment Dates:
<p>Policy</p> <p>Employees may be granted Casual Leave for specific purposes.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. At the discretion of the Senior Administrative Officer (SAO), employees may be granted casual leave with pay to a maximum of two (2) hours, with no charge against leave credits, for the following purposes: <ol style="list-style-type: none"> <li>1.1. medical and dental appointments</li> <li>1.2. appointment with school authorities with regards to their child or a child under their legal guardianship</li> <li>1.3. appointment with regards to financial or legal appointments (i.e. mortgage application) at the discretion of the supervisor</li> <li>1.4. for other purposes of a special or unusual nature where the SAO is satisfied that Casual Leave is warranted.</li> </ol> </li> <li>2. Employees must request Casual Leave as far in advance as possible so that the Supervisor can plan for operational requirements and service delivery during the employee's absence.</li> <li>3. This policy does not apply to an employee who is on Vacation/Sick/Lieu time off, Leave Without Pay or under Suspension.</li> <li>4. Items such as the amount of Casual Leave previously used in relation to others and/or current workplace demands can be used as deciding factors by the SAO when determining the reasonableness of Casual Leave requests.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	