



Town of Happy Valley-Goose Bay

Policy Statement

Index: Administration		Policy Number: A0031	
Approved Date: July 22, 2014	Effective Date: July 22, 2014	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 1 of 4	

Topic: Leave of Absence

Policy Statement:

1. INTRODUCTION

- 1.1 The Town recognizes that circumstances may arise for an employee which requires time away from the workplace, and these circumstances may not always be adequately covered by the various leaves provided for in the Collective Agreement. Keeping in mind that Leave of Absence (“LOA”) requests should be exceptional and rare, the Town will exercise its discretion and consider LOA requests in accordance with this Policy.
- 1.2 This Policy is to further clarify when the Town of Happy Valley Goose Bay (“Town”) will exercise their discretion to grant a leave of absence pursuant to Article 22.11 of the Collective Agreement.
- 1.3 Nothing in this Policy can disentitle an employee to other forms of leave which are provided pursuant to the Collective Agreement, or from statutory leaves (regardless of whether they are paid or unpaid) pursuant to the *Labour Standards Act*, as amended from time to time. These forms of leave are not covered by this Policy.
- 1.4 This Policy governs all employees covered by the Collective Agreement. Article 22.11 (General Leave) of the Collective Agreement states:
 - (a) An employee may request leave of absence for good and sufficient cause without pay and without loss of seniority. Such request shall be in writing. Approval may be granted at the discretion of the employer. During the period of such leave, the employee shall continue to accrue seniority. Such leave shall not be unreasonably withheld.



Town of Happy Valley-Goose Bay

Policy Statement

Index: Administration		Policy Number: A0031	
Approved Date: July 22, 2014	Effective Date: July 22, 2014	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 2 of 4	

Topic: Leave of Absence Continued

- (b) An employee may request a leave of absence without pay to work elsewhere. Such request shall be in writing. Approval may be granted at the discretion of the employer. An employee must have a minimum of seven (7) years service in order to qualify for such leave. During the period of such leave, the employee shall not accrue seniority.

2. GUIDELINES

- 2.1 A LOA is a privilege and not a right.
- 2.2 LOA will always be subject to operational requirements of the Town.
- 2.3 A LOA is unpaid, and does not count as a qualifier to any other paid benefit such as vacation or holidays.
- 2.4 The employee will not be a member of any group health, disability, life or pension plans during a LOA.
- 2.5 In accordance with Article 22.11 of the Collective Agreement, seniority will not accrue if the employee works elsewhere during the LOA.
- 2.6 A LOA request must be made in writing and provide adequate details specifying:
- (a) The reason for the LOA;
 - (b) Whether the employee will be working elsewhere during the LOA;



Town of Happy Valley-Goose Bay

Policy Statement

Index: Administration		Policy Number: A0031	
Approved Date: July 22, 2014	Effective Date: July 22, 2014	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 3 of 4	

Topic: Leave of Absence Continued

- (c) Whether there are special circumstances which the employee feels the employer should be aware of in considering the request for LOA;
 - (d) Contact information for the employee during the LOA including a mailing address, telephone number and e-mail address;
 - (e) The requested commencement date and end date; and
 - (f) Any documentation to support a LOA request.
- 2.7 In accordance with Article 22.11(b) of the Collective Agreement employees will not be granted a LOA to work elsewhere unless they have a minimum of seven (7) years service with the Town.
- 2.8 LOA requests shall be provided at least 30 days prior to the proposed commencement date of the LOA.
- 2.9 LOA will not be granted for periods in excess of 12 months.
- 2.10 Any employee who fails to return to work at the expiry of an approved LOA will be considered to have abandoned his or her position and will lose all seniority.
- 2.11 Employees who are dishonest with regard to their LOA will be subject to discipline.
- 2.12 The Town reserves the right to cancel any previously approved LOA at any time. In the event the LOA has already commenced, the Town will provide 2 weeks' notice to the employee in the form of a letter to the employee's address provided in the LOA request.



Town of Happy Valley-Goose Bay

Policy Statement


Index: Administration		Policy Number: A0031	
Approved Date: July 22, 2014	Effective Date: July 22, 2014	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 4 of 4	

Topic: Leave of Absence Continued


3. PROCESS

- 3.1 All requests for LOA should be provided to the Town Manager in writing.
- 3.2 The Town Manager will consider the information provided, and may request additional information. The Town Manager will consider the request in accordance with operational requirements of the Town, which include whether there is anyone else in the Department who is away on a LOA and whether the Town will be able to obtain a replacement worker to cover the period of LOA.
- 3.3 A decision as to whether a LOA will be approved will be made by the Town Manager on a case by case basis.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Jamie Snook



Town Clerk, Hayward Broomfield