



Town of Happy Valley-Goose Bay  
Policy Statement

|   |                                       |                                    |  |
|---|---------------------------------------|------------------------------------|--|
| <b>Index: Finance</b>   |                                       | <b>Policy Number: F0019</b>        |  |
| <b>Approved Date: April 22, 2003</b>  | <b>Effective Date: April 22, 2003</b> | <b>Revision Date: May 28, 2013</b> |  |
| <b>Authority: 10<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b> |                                       | <b>Page 1 of 1</b>                 |  |

**TOPIC: SPECIAL LEAVE FOR EMPLOYEES**  
**HAPPY VALLEY-GOOSE BAY GROUND SEARCH AND RESCUE TEAM MEMBER**

**Policy Statement:**

1. An employee who is a member of the Happy Valley-Goose Bay Ground Search and Rescue Team will be allowed special leave with no loss of pay and no overtime upon written confirmation of need and attendance of an employee by the Ground Search & Rescue Team Leader.
2. Further, that the leave is conditional upon management review and based on operational requirements.