



Leave of Absence

Policy

The Haliburton County Public Library (HCPL) may grant leaves of absence without pay, as outlined below. The granting of a leave of absence should not create staffing shortages in the workplace or additional costs to HCPL.

Procedure

All requests for an unpaid leave of absence must be documented on the attached Application for Unpaid Leave of Absence Form. The form is to be submitted to the Chief Executive Officer (CEO) for approval.

When approved, the leave of absence form is to be forwarded to the County of Haliburton Human Resources Department. Any request to extend a previously approved leave of absence should be received in writing by the CEO two weeks in advance.

Employees approved for a leave of absence without pay must contact the County of Haliburton Human Resources Department to complete appropriate documentation for group benefits and pension plans. If an employee elects to maintain their group benefits at their own expense, payment arrangements must be made prior to the commencement of the leave.

Section 1: Types of Unpaid Leave

1. Leave of absence for public office

HCPL recognizes the right of an employee to participate in public affairs. On written request, HCPL shall grant a leave of absence without pay so that the employee may be a candidate in a federal or provincial election. An employee elected to public office shall be allowed a leave of absence for one term of office.

2. Leave of absence for personal reasons

HCPL may grant a leave of absence for personal reasons as per the provisions in the Employment Standards Act.

Haliburton County Public Library Policy Manual

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Policy Name:	Leave of Absence
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Staff wishing to take 21 consecutive days or more of unpaid time for the purposes of a personal vacation must request time off using the HCPL Request for Leave of Absence form. This will be subject to Library CEO approval.

3. Educational leave

HCPL may grant a leave of absence for up to one year for employees who wish to further their education in a discipline related to their employment provided the course of study is deemed by HCPL to be of benefit to HCPL and the employee.

4. External employment

A leave of absence will not be granted to employees for purposes of working for another employer except in the case of a municipality located in the County of Haliburton or due to secondment to the Federal or Provincial Government. In the case of employment with a member municipality, said leave shall be a maximum of six (6) months.

Section 2: Types of Paid Leave

Part-time staff are entitled to 2 paid Personal Emergency Leave (PEL) days per year. Part time staff also receive a total of 14 hours paid sick time as per HCPL's Part Time Sick Leave Policy (PRO-08).

Section 3: General Conditions

The CEO, in consultation with the County of Haliburton Human Resources Department, will coordinate the following if applicable:

- Group benefits
- Vacation/sick days
- Float days
- Personal health account
- Group pension

Appendix

HCPL Request for Leave of Absence form

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Related Documents

County of Haliburton. HR-13 Leave of Absence Policy

PRO-08: HCPL's Part Time Sick Leave Policy

County of Haliburton. Schedule "A" County of Haliburton Request for a Leave of Absence Form

Employment Standards Act, 2000, S.O. 2000, c. 41

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