



Manual of Administration

TOPIC: Administration	SUBJECT: Request for Leave / Shift Change (form)	Code: AD170
		Date of Issue: January 1996
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PURPOSE:

The "Request for Leave/Shift Change" forms exist to ensure that employees have an opportunity to schedule their vacations and leaves or adjust their scheduled hours of work because they need specific time off. With regard to casual and casual relief support workers, these are hours for which they have signed up or for which they have been scheduled.

This allows the agency to plan for staffing requirements for vacations, leaves and shift changes. Leaves will be granted in accordance with HR144.

PROCEDURE:

1) VACATIONS/LEAVES/SHIFT CHANGES:

The employee completes the Request for Leave/Shift Change form, and submits to his or her immediate supervisor. Signatures of other employees may be required to complete this form.

a) Vacations and Leaves:

The Manager or Director grants/denies/recommends the request based on his/her authority level. (See Policy AD007 for delegated authority.) The original of the approved/denied request will be returned to the Employee, with copies given to: (1) Employee's Manager, and (2) Director of Support Services.

b) Shift Change:

This occurs when an employee requests to change support hours with another employee. Both parties agree to the scheduling changes and must sign the form. This may be done either by switching hours or days with each other.



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2) APPROVAL:

The Manager or Director of Support Services may approve the following leaves: Vacation/Shift Change/Family Leave. (See AD007 for additional delegation of authority).

- 1.1 The Executive Director must approve all other leaves: Leave without Pay, Staff Training, Bereavement, Compassionate, Union Leave, etc.

3) NOTIFICATION FOR VACATIONS / LEAVES:

a) Employees:

- i) As per article 29 of the Collective Agreement.
- ii) A leave for union activities must be submitted in accordance with the Collective Agreement to the Manager. The Manager will submit to the Executive Director with notes on possible coverage.
- iii) Once a leave is approved, the employee may not cancel the leave unless due to extraordinary circumstances.

b) Management:

- i) The employee will submit the Request for Leave to his or her Director of Support Services a minimum of two (2) weeks prior to the requested time off. Management taking time off must notify Administration, in writing, of the absences and his or her designee during that time.

4) NOTIFICATION FOR SHIFT CHANGE:

- a) The Request for Leave/Shift Change form must be submitted to the Manager at least three (3) working days prior to the day of the schedule change.



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- b) Once approved, the Manager will provide a copy of the Request for Leave/Shift Change to both parties.
- c) The Manager will make the changes on the schedules and notify On-Call of the changes.

5) DENIAL OF REQUEST:

- a) An employee whose request for leave or shift change has been denied will be notified on the Request for Leave/Shift Change form that the request has been denied; reasons why the request could not be approved will be provided, where possible.
- b) All full time and part time staff are to ensure that they are working the number of hours required of their position (i.e., full time 36 hours and part time 29 hours).

DEFINITION OF LEAVE:

- **Vacation** – This leave applies to regularly earned vacation credits.
- **Time Off In Lieu** – Lieu time applies to the Bargaining Unit Employees only.
- **Float** – This applies to all Full Time and Part Time Employees.
- **Family** – This applies to all Full Time or Part Time Employees.
- **Union** – This applies to the Bargaining Unit only.
- **Management Compensation (MCO)** – This leave applies to Management only. Employees in this group are granted five (5) days annually in lieu of overtime compensation.
- **Leave Without Pay** – This applies to Management and Bargaining Unit Employees.
- **Other (specify)** – Any leave not covered in the above may be requested by an employee and granted at the discretion of the Executive Director.'