

## Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Authority To Grant Leaves, Vacation, and Holidays	<b>Code:</b> AD007
		<b>Date of Issue:</b> January 1994
		<b>Revised:</b> December 2014
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**PURPOSE:** To clarify the delegation of authority to grant leaves, vacations, and holidays.

1. Normal channels of authority will be followed when approving a request for leave, vacation, etc. Employees will submit their requests to their immediate supervisor. For example, front-line employees will submit all requests to their Manager who will approve (if authority exists) or recommend the request to the Director of Support Services.
2. Union leaves will be submitted to the Manager who will recommend approval/denial to the Executive Director.
3. The Executive Director has the authority to grant leaves, vacations, and holidays to any employee of the agency. Leaves under Article 11 & 16 shall be granted by the Executive Director.
4. Director of Support Services or General Manager will have the following delegated powers:
  - 4.1. The authority to grant leaves in accordance with all Articles other than 11 & 16 of the Collective Agreement.
  - 4.2. The authority to approve overtime as per Articles 23 and 24 of the Collective Agreement.
  - 4.3. The authority to approve leaves, vacations and holiday time in accordance with Articles 28 and 29 of the Collective Agreement.

Managers have delegated authority to approve vacations, holidays and family leave in accordance with Articles 15.03, 28 and 29 of the Collective Agreement.

- 4.4. The delegated authority is limited to persons assigned to their module, unless they are covering for vacation.