

Emergency Leave

Original Implementation Date	April 1, 1996		
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

1 - Business Practice Name

Emergency Leave

2 - Purpose

To enable employees to deal with a sudden or unexpected happening or situation, demanding prompt action.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

Employees may request up to a maximum of five days emergency leave with pay per year.

Emergency leave may be granted to enable the employee to deal with a sudden or unexpected happening or situation, demanding prompt action.

Generally, emergency leave is not granted in periods of greater than one day. Additional leave may be granted under extraordinary circumstances at the discretion of the applicable Director or General Manager.

5 - Contact

HR Business Partners