

# Pre-retirement Leave

|                                  |                 |                                |
|----------------------------------|-----------------|--------------------------------|
| Original Implementation Date:    | April 1, 1996   | Approved by:                   |
| Date of Last Revision:           | May 19, 2021    | Approved by: Jacques Dubé, CAO |
| Effective Date of Last Revision: | August 12, 2021 | Approved by: Jacques Dubé, CAO |

## 1 – Policy Name

Pre-retirement Leave

## 2 – Purpose

Pre-retirement leave is intended to provide employees with a period of transition between being actively at work and fully retired.

## 3 – Objectives

The objectives of this Policy are:

- To provide those eligible employees, who retire from the Municipality, with a sufficient period of time to experience the life changes that occur as a result of retirement.
- To provide a lump sum monetary value, to be used in retirement, to those eligible employees who elect not to use the pre-retirement leave prior to retirement.

## 4 – Scope

All non-union employees, hired before September 1, 2016, who have a minimum of at least 10 years of continuous, permanent service.

## 5 – Definitions

NA

## 6 – Roles and Responsibilities

### Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

### Directors/Managers/Supervisors

Directors/Managers/Supervisors, with delegated authority from the Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements, in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Ensuring leaves are accurately recorded.

### **Employees**

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves.

### **Human Resources**

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy and any relevant legislation.
- Administering the lump sum payment portion of this Policy.

## **7 – Policy Regulations**

- After ten (10) years of continuous permanent service, eligible employees, upon death or retirement under any of the provisions of the pension plans of Halifax Regional Municipality, will be entitled to receive a pre-retirement leave with pay computed on the basis of three calendar days for each completed year of service, up to a maximum of 90 calendar days at the daily rate of the then current salary. The daily rate is the annual salary divided by 365 days.
- All eligible employees entitled to receive pre-retirement leave may elect to work all or a portion of the pre-retirement leave period and receive a lump sum payment for the pre-retirement period worked. Where the lump sum payment is chosen, this amount will not be computed as part of the person's pensionable earnings and will be paid after retirement.
- Employees hired on or after September 1, 2016 will not be eligible to receive pre-retirement leave.
- Pre-retirement leave must be taken in consecutive days – i.e. the leave cannot be broken up by periods of active service or other types of leaves.

- E. An employee who commences pre-retirement leave will not have access to their sick leave bank after the commencement of the pre-retirement leave.
- F. Coverage for Long-Term Disability will end at the start of the pre-retirement leave and no premiums for Long-Term Disability will be collected during pre-retirement leave.

## **8 – Repeal**

NA

## **9 – Effective Date**

August 12, 2021

## **10 – Related Policies and Practices**

NA

## **11 – Policy Review**

Review every year.

## **12 – Contact**

MyHR@halifax.ca or 902-490-6145.

## **13 – Attachments**

NA