

LEAVE

AB240

2006 May 14

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1.0 POLICY

- 1.1 General leave provisions will be consistent with the Collective Agreements, as applicable, and be managed by the Department to ensure adequate personnel are available to maintain public safety.

2.0 REASON FOR POLICY

- 2.1 To describe the process for managing the general leave provisions.

3.0 PROCEDURE

Leave Lists - Civilian

- 3.1 Leave lists will be distributed for signing pursuant to the Collective Agreement.
- 3.2 Once completed, all leave lists will be forwarded to the Operational Support Division Business Manager for approval and assignment for data entry into the Department scheduling system.

Leave Lists – Police

- 3.3 Leave lists will be distributed for signing pursuant to the Collective Agreement.
- 3.4 Only one (1) police member on each list will be permitted to sign for annual leave for each noted week and/or duty block.
- 3.5 Police members' leave lists will be signed in the following manner, under the direction of the Chief Constable:
- By seniority – two (2) weeks or duty blocks of annual leave;
 - refers to two weeks/duty blocks of upcoming years leave credit
 - By seniority – balance of annual leave:
 - refers to the balance of upcoming years leave credit

- By reverse seniority – any outstanding leave entitlement including accumulated overtime leave.

- refers in order to statutory time credit, banked annual leave, float time for Patrol members only up to a maximum of 48 hours, and then accumulated overtime leave.

- 3.6 When signing, police members will note beside their name in the leave slot exactly what type of time will be used to take the block off; example – Smith (8 hrs a/l & 40 hrs stat) or Smith (16 hrs a/l & 32 hrs float) etc.
- 3.7 Once completed, all leave lists will be forwarded to the NCO I/C Operational Support Division for approval and assignment for data entry into the Department scheduling system.

Changes to Annual Leave

- 3.8 All requests to change or add leave on a leave list must be submitted on the Request for Leave/Change of Leave form to the employee's immediate supervisor who will process the application for submission to the NCO I/C Operational Support Division for consideration.
- 3.9 If applicable, the employee submitting the Request for Leave/Change of Leave form must check with court staff to ensure they are not required for court during the period of leave they are requesting, and must indicate their court schedule status on the application.

Compassionate Leave

- 3.10 Compassionate leave shall be granted consistent with the Collective Agreements.
- 3.11 In the event circumstances exist, apart from the foregoing, in which compassionate leave may be indicated, special application may be made to the Chief Constable.

Leave of Absence – Without Pay

- 3.12 Leave of absence without pay will be consistent with the Collective Agreements.
- 3.13 Section 3.12 does not in any way affect emergency cases, which may be dealt with by the Chief Constable in each instance on its own particular merits.

Absence – Through Illness or Accident

- 3.14 An employee reporting unfit for duty due to illness or injury will report to the Duty N.C.O. Details regarding the absence will be given including specific reason for the absence and the date of return to work, if known.

If the employee is not capable of reporting, the person reporting on their behalf should be prepared to supply the necessary information.

Reporting absences to a co-worker is not permitted.

- 3.15 Employees will report daily for illness of a short duration.
- 3.16 On receiving a report the Duty N.C.O. will complete a Department Sick Report, submitting the 1st copy (white) to the OIC Operational Support Division immediately.
- The 2nd copy (yellow) will be retained by the Duty N.C.O. or forwarded to the employee's supervisor as applicable, for completion and submission to the OIC Operational Support Division on return to duty of the employee.
- 3.17 The Chief Constable may request a medical certificate signed by an employee's doctor.
- 3.18 When an employee is off sick for any period in excess of one (1) calendar month, the employee will be required to obtain and submit to the OIC Operational Support Division, a doctor's certificate advising of their current medical status.
- 3.19 Any police member shall report themselves fit immediately when they are available for duty, irrespective of any weekly or other leave which might occur in the interval between the time they are fit for duty and the time they report for duty. This must be done in order to have a current member status reference in the event of an emergency that requires calling out of off duty personnel.
- 3.20 A police member reporting unfit for duty due to illness or injury who is required to attend court shall immediately notify the Court Clerk's office that they will be unable to attend.
- 3.21 A police member on compensation, injured or sick is required to attend court when the nature of the injury or sickness permits them to do so.
- 3.22 In the event that an employee becomes ill and is hospitalized or confined to their residence under a doctor's direction for a period of at least three days, while on annual leave, they may make application to the Inspector in charge of their division to be placed on the "sick" list. Applications should include all the necessary documentation, medical certificates, and details to support the request. The Inspector will consider the circumstances and will make their recommendation to the Chief Constable for consideration.

Military Leave

- 3.23 The West Vancouver Police Department supports employees who are members of the Reserve component of the Canadian Forces. It is recognized that members of the Armed Forces Reserves have military training and operational requirements to fulfill.
- 3.24 Employees wishing to apply for Military Leave shall submit a request in writing through their Section NCO to the OIC Operational Support Division who will make recommendations to the Chief Constable.

3.25 The Chief Constable will consider granting time off to employees who have applied to attend Canadian Military Reserve Force training or courses, provided that:

- The course(s) or training does not exceed ten working days in any year and shall not be less than one full day of scheduled training
- The employee must take annual leave, supplementary annual leave, or accumulated overtime to accommodate the scheduled training;
- The granting of such leave does not significantly impact the operational requirements of the Department.