
Policy Section:	Human Resources
Policy Title:	Special Leave
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25. SPECIAL LEAVE

- 25.1** The RCJTC considers that all staff members have an obligation to be at work and to fulfil their duties. In recognition of the demands put upon employees in managing their work and urgent personal business, special leave may be granted, without deduction of pay, for up to six days per year in accordance with the terms of the applicable collective agreement and this administrative procedure.
- 25.2** Special leave is intended to assist a staff member in a difficult situation but is not to be interpreted in any way as an automatic right.
- 25.3** Each application for special leave shall be judged individually, using the administrative procedures as guidelines.

Related RCJTC Administrative Procedures

AP.05.25 Special Leave Procedure