

# KNOW YOUR AGREEMENT

## 24.08 | GENERAL LEAVE

The Employer may grant an employee leave of absence with pay for purposes other than those specified in the Agreement to a maximum total of 35 hours per calendar year.

### **What is the purpose of General Leave?**

General leave provides up to 35 hours of paid time off per calendar year for employees to take care of personal business. The reasons for taking general leave are quite broad and can include such things as attending a wedding, dealing with household issues, caring for a sick dependent, etc. The only limitation for taking general leave is that it can't be for a purpose already specified in the collective agreement (e.g., annual vacation leave).

### **Can I use this leave for vacation purposes?**

General leaves are not meant to be used for vacation. As outlined in the collective agreement, general leaves of absence are "for purposes other than those specified in the agreement." Annual vacation leaves are specified in the agreement.

### **Do I need to let my supervisor know that I am taking time off under this leave provision?**

Any leave from work needs to be requested in advance, if possible. If an emergency arises and the employee is not able to make their request in advance, the employee should notify their supervisor as soon as possible.

### **Can I take more than one general leave day in a row?**

There is nothing that prohibits an employee from taking more than one general leave day in a row. A supervisor may seek additional information under these circumstances to determine if the leave is for purposes already specified in the collective agreement such as vacation.

### **Can I carry unused leave to the next calendar year?**

General leave is not carried over to the next calendar year. It is advisable to use general leave when possible before other kinds of leave.

### **What if I am part-time employee or I started with the Public Service after January 1st?**

General leave of up to 35 hours is pro-rated based on the percentage of hours an employee is at work

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during the calendar year. If you work half time hours, you would be entitled to 17.5 hours of general leave per calendar year.

### **Do I need to use general leave when I have a medical or dental appointment?**

Employees are entitled to up to two hours of paid time for medical, dental or midwife appointments (including for dependent children) where it is not possible to schedule the appointment outside of work hours. If the leave from work exceeds two hours, the full leave time shall be charged to general leave, followed by OSS, or annual vacation.