

1.0 Purpose

The purpose of this procedure is to ensure that processes are in place to request, record, process and approve leave request for all staff.

2.0 Responsibility

HR Manager is responsible for ensuring that the leave procedures are carried out in accordance with the documented procedures that follow.

3.0 Procedures:

3.1 Leave Requests

Employees make their request for leave by submitting a Leave Application Form to their Line Manager for approval. This form indicates the type/classification of leave. The employee should indicate if the leave is with or without pay.

The Line Manager reviews the leave request and approves ensuring that it does not create a staffing issue for its department. Leave is not permitted during departmental blackout periods.

Once approved the form is submitted to the HR Department for processing. HR Department verifies the availability of the number of days requested to the employee Leave Bank.

HR Department ensures that the time requested is recorded in Kolayik. A copy of the leave request form is placed on their personnel file.

Section 6 of our Company Employee Handbook addresses in detail the standard types of Leaves.

3.2 The following general provisions apply to Leaves of Absence:

Leave Extensions:

If while on approved leave of absence additional leave is required, a request for an extension of a leave of absence must be made in writing within one week prior to the expiration date of the original leave of absence. When appropriate, this request for an extension must be

accompanied by a health provider's written statement that certifies the need for the extension.

Expiration of Leave:

Failure to return to work on the first workday following the expiration of an approved leave of absence is considered a voluntary termination. For leave of absence without pay, it is the CEO's discretion to approve paying the employee's share of group insurance premiums.

Employees on leave of absence are subject to lay off on the same basis as employees who are actively at work.

3.3 Company Actions During Leave:

The company may hold in abeyance or proceed with any counseling, performance review or disciplinary action, including discharge, that was contemplated prior to any employee's request for or receipt of a leave of absence or that has come to the company's attention during the leave.

If any action is held in abeyance during the leave of absence, the company reserves the right to proceed with the action upon the employee's return.

3.4 Employee Obligations:

Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to the company's expectations and to observe all the company rules, policies, and procedures.

3.6 Medical Leave:

An employee who is granted a medical leave of absence shall be entitled to utilize any accrued vacation benefits and sick leave during the period of his or her disability.

3.7 False Information:

Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.

3.8 Advanced Approval:

All foreseeable leaves of absence must be approved in advance, in writing, by your Supervisor and the Human Resources Department.

4.0 Forms

- Leave Application Form.HR-012.

