

**Town of Deep River  
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources			<b>POLICY NO.:</b> H-003	
<b>POLICY NAME:</b> Leave Without Pay, Seniority, and Benefits				
<b>DATE OF ORIGIN:</b>	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>APPLICABLE TO:</b>	<b>PAGE NUMBERS:</b>
Sept. 15, 1993	Nov. 2021	Dec. 15, 2021	All Employees	1 to 3

**APPLICATION**

This policy applies to all operations and permanent full-time employees in the municipality, except where superseded by a collective agreement.

**1. LEAVE WITHOUT PAY**

1.1 The CAO, Managers or Supervisors may grant leave without pay to any employee who makes application for:

- a. absence due to illness or injury, where the employee does not have any remaining sick leave credits; or
- b. absence to attend an educational institution or otherwise pursue academic studies; or
- c. absence for any other reason (e.g., extended holiday, family illness).

In determining the length of leave to be granted under this section, the CAO, Managers or Supervisors shall consider:

- a) the length of employee service;
- b) the position occupied by the employee;
- c) the likelihood of the employee returning to work; and,
- d) whether or not the absence is due to an accident on the job; and,
- e) such other factors as the CAO, Managers or Supervisors may consider relevant in the circumstances

2. **SENIORITY DEFINED**

Seniority, as referred to in this policy, means the length of continuous service in the employ of the Town of Deep River calculated in accordance with Sections 3, 4, and 5.

3. **SENIORITY**

An employee shall retain and accrue seniority when:

- a) Actually at work for the employer;
- b) Absent on a paid leave of absence;
- c) Absent on vacation or on paid holidays;
- d) Absent on education leave up to a maximum of twelve (12) months.
- e) Absent due to injury or illness covered by Workers' Compensation up to a maximum of twenty-four (24) months;
- f) Absent on statutory pregnancy and parental leave.

4. An employee shall retain but not accrue seniority when:

- a) absent without pay due to illness for a period not exceeding thirty (30) days;
- b) absent on an unpaid leave granted for educational purposes beyond twelve (12) months;

5. Seniority shall terminate and an employee shall cease to be employed by the employer when the employee:

- a) voluntarily terminates employment with the employer;
- b) is discharged and is not reinstated.
- c) is off the payroll due to layoff for a period of more than thirty (30) days;
- d) is absent without leave for three (3) consecutive days without giving a reason satisfactory to the employer;

6. **BENEFITS**

6.1 When an employee is granted leave exceeding twenty (20) days under Section 1.1, the employee shall not accumulate sick leave, vacation, or statutory holidays but the Town will continue to provide the coverage and pay the employer's share of insured benefits such as health, insurance and dental. For a maximum period of 12 months.

6.2 When an employee is absent from work under Section 4, the employee shall not accumulate sick leave, vacation, or statutory holidays but the Town will continue

during the first eight months of such absence to provide the coverage and pay the employer's share of insured benefits such as health, insurance and dental.

- 6.3 The payment of pension contributions and the accumulation of pension benefits while an employee is absent from work shall be in accordance with the rules of the Ontario Municipal Employees Retirement System.

## 7. **GENERAL**

- 7.1 For the purposes of this policy, a period of absence is continuous even when interrupted by a return to work if the subsequent absence is due to the same injury or illness and the duration of the return to work is less than ten consecutive working days.
- 7.2 Where any provision of this policy conflicts with any provision of any other by-law of the Corporation, the provision giving the superior benefit to the employee shall be deemed to be in force.