

Title:	Health Care Leave Policy	Policy Number: 400-06
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 1987-04-27	
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Review Date:	June 2023	

PURPOSE:

This policy ensures responsible use of time required for health care appointments.

DEFINITIONS:

Health Care Appointments – medical appointments, dental appointments, medical tests prescribed by a physician, physiotherapy appointments, counseling, and chiropractor appointments.

POLICY STATEMENT:

The Board recognizes the importance of its staff’s health and well-being. The Library will make reasonable attempts to permit staff the time off they require for medical appointments, including those requiring additional accommodations.

SCOPE:

Health care leave applies to permanent Full-Time staff.

PROCEDURE:

1. Sick leave shall not be used for health care appointments except for all-day appointments, including medical appointments outside the city.
2. All-day appointments shall be charged to “Sick Leave.”
3. The Library will compensate employees for up to two (2) hours for each of their medical appointments. The balance of time for appointments that exceed two (2) hours will be required to be made up within the week or be marked as unpaid hours.
4. Whenever possible health care appointments shall be made outside working hours or at the beginning or end of a work period.
5. Time taken for appointments scheduled for family members shall be made up.
6. Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.