

Manual of Administration

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PURPOSE:

The "Request for Leave/Shift Change" forms exist to ensure that employees have an opportunity to schedule their vacations and leaves or adjust their scheduled hours of work because they need specific time off. With regard to casual and casual relief support workers, these are hours for which they have signed up or for which they have been scheduled.

This allows the agency to plan for staffing requirements for vacations, leaves and shift changes. Leaves will be granted in accordance with HR144.

PROCEDURE:

1) VACATIONS/LEAVES/SHIFT CHANGES:

The employee completes the Request for Leave/Shift Change form, and submits to his or her immediate supervisor. Signatures of other employees may be required to complete this form.

a) Vacations and Leaves:

The Manager or Director grants/denies/recommends the request based on his/her authority level. (See Policy AD007 for delegated authority.) The original of the approved/denied request will be returned to the Employee, with copies given to: (1) Employee's Manager, (2) Director of Support Services/General Manager (where appropriate), and (3) Director of Finance & Administration (where appropriate). All leaves granted by the Director of Support Services or Executive Director must be copied to Administration.

b) Shift Change:

This occurs when an employee requests to change support hours with another employee. Both parties agree to the scheduling changes. This may be done either by switching hours or days with each other. For example:

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- Hours - Employee A is scheduled to work 8am to 2pm; Employee B is scheduled to work 2pm to 10pm on the same day. They switch shifts so that Employee B works 8am to 4pm and Employee A works 4pm to 10pm. Each staff has retained his/her scheduled number of hours.
- Days – Employee A scheduled to work Tuesday 9:00 a.m. to 1:00 p.m. switches with Employee B working Thursday 9:00 a.m. to 1:00 p.m. Switching of days must occur within the same pay period for P/T and F/T employees.
- A Shift Change is completed by the employee requesting the change with both employees signing the form.

2) APPROVAL:

The Manager or Director of Support Services/ General Manager of Support Services may approve the following leaves: Vacation/Shift Change/Family Leave. (See AD007 for additional delegation of authority).

- 1.1 The Executive Director must approve all other leaves: Leave without Pay, Staff Training, Bereavement, Compassionate, Union Leave, etc.

3) NOTIFICATION FOR VACATIONS / LEAVES:

a) Employees:

- i) Every effort will be made to notify the employee within ten (10) working days as to the status of his or her request. The employee will submit a Request for Leave/Shift Change form a minimum of thirty (30) days prior to the date except for "Prime Time" vacation periods defined as:
 - Christmas – which will be submitted in writing by October 1st and granted in accordance with the Collective Agreement Article 29.01. Notification shall be back to the employee by November 15th.

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- Summer months of July and August – Summer requests shall be submitted by April 15 and granted in accordance to Article 29.01 of the Collective Agreement.
 - ii) A leave for union activities must be submitted in accordance with the Collective Agreement to the Manager. The Manager will submit to the Executive Director with notes on possible coverage.
 - iii) Once a leave is approved, the employee may not cancel the leave unless due to extraordinary circumstances.
- b) Management:
- i) The employee will submit the Request for Leave to his or her Director of Support Services/General Manager of Support Services a minimum of two (2) weeks prior to the requested time off. Management taking time off must notify Administration, in writing, of the absences and his or her designee during that time.

4) NOTIFICATION FOR SHIFT CHANGE:

- a) The Request for Leave/Shift Change form must be submitted to the Manager at least three (3) working days prior to the day of the schedule change. Once approved, the Manager will provide a copy of the Request for Leave/Shift Change to both parties.
- b) The Manager will make the changes on the schedules and notify On-Call of the changes.

5) DENIAL OF REQUEST:

- a) An employee whose request for leave or shift change has been denied will be notified on the Request for Leave/Shift Change form that the request has been denied; reasons why the request could not be approved will be provided, where

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possible.

- b) All full time and part time staff are to ensure that they are working the number of hours required of their position (i.e., full time 36 hours and part time 29 hours).

DEFINITION OF LEAVE:

- **Vacation** – This leave applies to regularly earned vacation credits.
- **Time Off In Lieu/Reduced Work Week (RWW)** – Lieu time applies to the Bargaining Unit Employees only. Reduced Work Week applies to Management (and Employees excluded from the Bargaining Unit) only.
- **Float** – This applies to all Full Time Employees.
- **Family** – This applies to all Full Time or Part Time Employees.
- **Union** – This applies to the Bargaining Unit only.
- **Management Compensation (MCO)** – This leave applies to Management only. Employees in this group are granted five (5) days annually in lieu of overtime compensation.
- **Leave Without Pay** – This applies to Management and Bargaining Unit Employees.
- **Other (specify)** – Any leave not covered in the above may be requested by an employee and granted at the discretion of the Executive Director.'