

MANUAL OF ADMINISTRATION

TOPIC Human Resources	SUBJECT Home Support Workers' Scheduled Days Off	Code: HR075
		Date of Issue: November 2004
		Revised:
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PURPOSE: To clarify the process for Home Support Workers to request specific days for scheduled days off.

PROCEDURE:

1. As per the Collective Agreement, Home Support Workers are entitled to four (4) days off per two-week pay period. Those days may not be carried forward and may be used individually or as four (4) days in a row within the two-week pay period.
2. Home Support Workers must submit requests for specific days off two (2) months prior in order to accommodate scheduling.
3. Should the scheduled days off request not be submitted, those days will be scheduled by the Manager.
4. Changes to scheduled days off must be submitted as per Policy AD170, Request for Leave.