

Manual of Administration

TOPIC: Human Resources	SUBJECT: Mental Health Days	Code: HR135
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PURPOSE: To outline the process to apply for mental health day for a full-time Support Worker, and the rationale for granting that day.

PREAMBLE: The Collective Agreement Article 16.01 states: "The Executive Director or his designate may grant an employee a leave of absence with pay for not more than three (3) days in a year, to be deducted from accumulated sick leave credits".

PROCEDURE:

To apply for a mental health day the employee must submit his/her request to utilize a mental health day, in writing or verbally to the Executive Director. All information will be kept confidential.

The submission must outline:

- the events that contributed to the employee's need for a mental health day.
- why the employee felt he/she was unable to perform their duties, in a safe manner, on that day.

The Executive Director will review each submission on an individual basis and respond.

Employees are advised that Mental Health Days are discretionary and not automatically granted. They are also subtracted from sick time and will still be considered when the Manager performs any attendance review programs. Employees are encouraged to monitor their stress levels and request vacation days when needed.

Employees will be encouraged to utilize EAP where appropriate.