



AB41

LEAVE ENTITLEMENTS

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Effective Date: 01 January 1996
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POLICY

1. Leave entitlements shall be granted pursuant to the current Collective Agreements and Individual Employment Agreements for exempt employees.

REASON FOR POLICY

2. To comply with the Collective and Employment Agreements in providing a framework within which leave entitlements are efficiently scheduled and managed.

PROCEDURES

General Procedures

3. In order to facilitate court scheduling and other Delta Police Department ("Department") priorities, leave for sworn members for the following year shall be scheduled by May 30th.
4. All leave schedules must be submitted to the Deputy Chief of Administration or delegate of the respective Branch for approval. Subsequent changes to the schedule must be submitted in writing to the Deputy Chief of Administration or delegate for approval. The requested change will be considered and may be approved subject to court commitments or Department priorities. Requests for leave from police staff will be approved with consideration for staffing levels, operational needs, Collective Agreement and employment legislation. Where minimum staffing levels are essential for continued operations, section supervisors are to ensure that section guidelines address deadlines for submission of leave requests.

Annual and Supplementary Vacation Leave Arrangements for Sworn Members



5. Generally, all Annual Leave entitlements shall be scheduled en bloc during the months of May, June, July, August, and September.
6. Exceptions to Section 5 may be made upon application to the Deputy Chief of Administration or delegate in charge of the respective Branch.

Statutory Leave Arrangements for Sworn Members

7. Generally, all Statutory Leave entitlements shall be scheduled en bloc during the months of January, February, March and April.
8. Specialty Section members shall use Statutory Leave for Statutory holidays that fall on a regular working day. Members are not permitted to adjust their regularly scheduled working days in a week where a statutory holiday falls.
9. Exceptions to Section 7 may be made upon application to the Deputy Chief of Administration or delegate in charge of the respective Branch.

Float Leave Arrangements for Sworn Members

10. Float leave is not required to be scheduled en bloc; however, if taken en bloc, it must be scheduled in advance in the same manner as Annual and Statutory Leave in the months of September, October, November and December. Otherwise, Float Leave may be taken as needed subject to the approval of the employee's supervisor.

Accumulation of Leave

11. All leave must be taken in the year in which it is earned and may not be accumulated for use in a future year except in accordance with Collective or Employment Agreements.

Leave of Absence Without Pay

12. Any request for a leave of absence without pay must be submitted in writing to Deputy Chief of Administration stating the reason for leave and the time off requested.
13. Leave request for periods up to forty (40) hours require Deputy Chief of Administration's approval. Leave requests for periods in excess of forty (40) hours, but less than 240 hours require the Chief Constable's



- approval. Leave requests in excess of 240 hours require the Police Board's approval.
14. A request for a leave of absence without pay will only be considered if the employee has totally exhausted all leave accumulations and banked overtime.
 15. Each request for leave of absence without pay will be considered on its own merits.
 16. Any employee granted leave of absence in excess of one calendar month will be required to prepay both the employer and employee's costs for all benefits, including medical, dental, group life, extended health, and if the employee so elects, superannuation benefits. Further, employees shall not receive sick time credits or statutory holidays. Increment dates for leave accumulation and seniority will be adjusted accordingly.
 17. Annual vacation credits for the next year will be pro-rated for any leave of absence without pay in excess of one calendar month.