

VIC JUBA COMMUNITY THEATRE POLICY

Title: Special Leave
Effective: November 28, 2012
Revised: August 26, 2015



1. An Employee who requires time off from work may be granted Special Leave without loss of pay. All Special Leave requests must be approved by the General Manager prior to commencement of the time off from work. Special Leave requests from the General Manager must be approved by the Board Chairman or Designate.
2. The circumstances under which Special Leave may be approved are subject to a yearly maximum number of workdays as follows:
 - a. Health issues within the immediate family (see item 3a) and that requires the attendance of the employee – up to five (5) days per calendar year.
 - b. bereavement within the immediate family (see item 3a) – up to five (5) days including day of funeral, memorial or celebration of life.
 - c. travel time (over 500 km one-way) for bereavement of immediate family (see item 3a) – up to two (2) days
 - d. administration of estate when Employee has been designated as an executor of the estate for the deceased – up to two (2) days
 - e. time off work for that portion of the workday to attend funerals as pallbearer or mourner of non-immediate family or close friend (includes travel, maximum of 2 days)
3. For purposes of determining eligibility for Special Leave, the following provisions shall apply:
 - a. with regard to 2(a), 2(b) and 2(c), immediate family shall include spouse (including common-law spouse); a child, parent, grandparent, grandchild, brother or sister of the employee or employee's spouse
4. The maximum length specified for each circumstance requiring use of Special Leave shall not be exceeded. Additional or extended Special Leave may be granted without pay upon approval of the Board Chairman or Designate prior to the commencement of the days off work.
5. Permanent full-time employees and permanent part-time employees are eligible for Special Leave entitlement. New employees are eligible for Special Leave upon completion of their probation period.