

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Leaves of Absence

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: February 26, 2015 (R)

DISTRIBUTION: Employees

Policy:

All staff of Atikokan Literacy Incorporated must notify the Executive Director if they are unable to report to work for any reason prior to the staff members designated shift.

The Atikokan Literacy Incorporated honors all legislated leaves and will give full consideration for personal leaves. All Leaves are to be approved by the Executive Director.

Procedure:

1. The Executive Director is responsible for the determination of which appropriate leave is required based on the individual circumstances of the staff members required leave from duties.
2. The Executive Director is responsible to keep all relevant absences stored in the staff members Personnel File for later reference.

Some Legislative Leaves are as follows:

1. **COURT LEAVE:** An employee subpoenaed to appear in court as a witness may be entitled to pay for time necessarily lost from work.
2. **SUPOENA TO SERVE JURY DUTY:** An employee subpoenaed to serve jury duty will be entitled to regular pay for time necessarily lost from work up to 10 days after which they will be paid the difference between court payments received and regular pay.
3. **EDUCATION LEAVE:** An employee may be granted an education leave for a period of up to one year without pay.
4. **ADOPTION LEAVE:** Employees are entitled to up to sixteen (16) weeks of Adoptive Leave without pay.
5. **MATERNITY/PATERNITY LEAVE:** Atikokan Literacy Incorporated will grant the employee a maternity/paternity leave upon request.