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# Strathcona Hotel

# Policies & Procedures

**Subject:** Employee Relations – Leave of Absence

**Effective Date:** September 17, 2007

As per British Columbia Employment Standards the following leaves must be granted to any employee regardless of length of employment; Pregnancy leave, Parental leave, Family responsibility leave, Compassionate care leave, Bereavement leave and Jury duty. In addition as a staff benefit the Strathcona Hotel will grant a leave of absence for the following reasons and criteria. Each request will be reviewed individually by senior management and considered based on your length of employment, performance and business volumes.

**Reasons** can be (but not limited too) studies, traveling & volunteer work.

Any requests for a leave of absence to pursue other work (in Canada or abroad) will not be accepted.

**Criteria:**

* You must have been employed with Strathcona Hotel for a minimum of one year.
* You must use up all vacation time prior to start your leave of absence.
* Your performance must be up to company standards.
* Your availability to work must have been a minimum of 20 hours per week.

**Procedure:**

* Written request (Action Form) with letter attached explaining reason (s) as to why the need for a leave of absence. This must be turned in to your department manager no later than 6 weeks prior. Request will be considered and an answer will be given to you within 5 business days.

If you are on extended health benefits they will be canceled during the leave of absence period and will be re-started, fees might apply depending on type of benefit.

Maximum Length of Leave of absence that will be granted is 6 weeks.

**Returning to work**:

* It is the employee’s responsibility to contact the employer to make arrangements for scheduling of shift upon return from leave of absence. Failure to do so will be cause for termination.
* After granted leave of absence you will be guaranteed your position back with earned seniority / and or equivalent.