

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Leave of Absence – Medical Leave	SECTION: L POLICY: 2
DATE: September 2004 REVISION DATE: August 2011	Administrator's Signature: _____	

LEAVE OF ABSENCE – MEDICAL LEAVE

POLICY:

It is expected that all staff will arrange medical appointments on their days off or after work.

For full time non-unionized staff, if a medical or dental appointment is scheduled during working hours, time spent will be paid up to a maximum of 7.5 hours per calendar year.

PROCEDURE:

Extended medical leaves of absence may be granted to both union and non-union employees with the approval of the Administrator providing that a doctor's note recommending the leave has been received.