

## HR: BEN02 – Medical Appointment Leave

Originated: Jul. 2012  
Review: Sept. 2020  
Revised: Sept. 2012  
Revised: Sept. 2019  
Approved: Sept. 2020

### **POLICY:**

The Library Board will provide medical leave days for regular full-time employees who have successfully completed their probationary period.

### **PURPOSE:**

The purpose of this benefit is to provide regular full-time employees guidelines on how medical leave will be handled.

### **PROCEDURE:**

1. Employees shall be provided with paid time off for appointments with Health Professionals **within** the Lac La Biche area that last no more than 2 hours.
2. Employees will receive 6 medical leave days per year for appointments lasting longer than 2 hours and/or are outside Lac La Biche. These days are not accrued nor are they carried over to the next calendar year.
3. If medical leave days have been exhausted, then the use of sick time or leave without pay will be permitted.
4. Request for time off forms need to be submitted for any medical appointments to ensure that the libraries operational needs are met. ♦

