

## City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Personal Days</b>	<i>POLICY NUMBER:</i> <b>1.6.53</b>	<i>EFFECTIVE DATE:</i> <b>January 1, 2017</b>
<i>ORIGIN:</i> <b>City Manager</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>Internal Policy</b>	<i>DATE:</i>

### Per CUPE Agreement, Section 22.3.2:

1. Subject to the approval of their supervisor, regular full-time employees shall be eligible to use up to two (2) earned sick leave days per year for non-emergent personal or family responsibilities.
2. When making a request to use personal/family leave days, employees are expected to:
  - a) recognize and understand the operational requirements of the work unit,
  - b) respect the needs of co-workers, and
  - c) provide reasonable notice of requests for leave.
3. This benefit shall not accumulate from year to year.