



<b>Subject</b>	<b>MEDICAL / DENTAL APPOINTMENTS</b> (formerly titled "7.10 Medical / Dental Appointments")
<b>Procedure Section</b>	<b>10 Leaves</b>
<b>No.</b>	10.70
<b>Exempt Employment Policy References</b>	
<b>Collective Agreement References</b>	Vocational Article 23.10 (Medical & Dental Appointments) Com. Agreement (Faculty & Voc'l) Article Support Article 52.10 (Medical & Dental Appointments)
<b>Forms &amp; Other Reference Material</b>	MyOkanagan.bc.ca > Employee > Administrative Functions > Employees (ELMS, Seniority, People Directory) > <u>My Leave Balances (ELMS)</u>
<b>Status of Approval</b>	Approved 30-May-2013 Margo Kendal

**PREAMBLE:**

Where it is not possible to schedule medical and/or dental appointments outside regularly scheduled working hours, reasonable time off for medical and dental appointments for employees and for dependent children will be permitted.

**PROCEDURE:**

1. Employees should be advised to schedule medical and/or dental appointments outside regularly scheduled working hours wherever possible.
2. Employees must provide sufficient notice of their anticipated absence and receive the prior approval of their supervisor for the time off.
3. Employees must submit a request for leave form via ELMS for the absence, and the absence will be charged against the employee's sick leave credits.
4. All employees, other than Support, if absent for appointments, will have those absences charged against their sick leave credit as follows:  

(a) over 1/2 day but less than a full day = 0.5 day

(b) full day = 1.0 day
5. Support Staff, where an absence for an appointment exceeds one hour, the additional time off will be charged against their sick leave credit.