



Subject	VOLUNTARY EMERGENCY WORK - LEAVES (formerly titled "7.09 Voluntary Emergency Work Leave")
Procedure Section	10 Leaves
No.	10.71
Exempt Employment Policy References	
Collective Agreement References	
Forms & Other Reference Material	
Status of Approval	Approved 30-May-2013 Chris Rawson

PREAMBLE:

Employees are eligible to apply for leave with pay for voluntary emergency work, provided the Director, Human Resources has approved the emergency organization to which they belong as being a recognized emergency organization for the purposes of this policy.

PROCEDURE:

1. The employee will notify the Director, Human Resources, in writing, of the emergency organization to which they belong, and the Director, Human Resources will respond, in writing advising whether or not they are eligible to apply for leave for voluntary emergency work, prior to any leave being taken.
2. The emergency organization must be within the region of the employee's workplace.
3. Organizations such as the volunteer fire department and search and rescue will be considered as recognized emergency organizations.
4. The length of the leave is to be occasional and short term.
5. Administrative, Support and non-instructional staff who have received written approval as stated in #1 will be authorized to leave the workplace upon the receipt of an emergency callout from the recognized emergency organization.
6. Faculty and Vocational who have received written approval as stated in #1 will be authorized to leave the workplace upon the receipt of an emergency callout from the recognized emergency organization provided:
 - (a) the employee is not in class at the time of the callout, or
 - (b) the employee will not miss an upcoming class by responding to the callout.

If prior arrangements approved by the Dean are in place to cover the classes mentioned above, then approved leave may be taken.

7. In all cases the supervisor or designate must be notified of the emergency callout at the time the employee receives the call.
8. A written record listing the name of the employee and dates of leave must be submitted to the Director, Human Resources within ten days following the emergency callout.