



HR BULLETIN

Volume 2022.02

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THIS ISSUE

- LEAVE OF ABSENCE RULES
- TO : MENNO HOSPITAL EMPLOYEES

LEAVE OF ABSENCE RULES

FBA Master Collective Agreement Art. 34.01

To ensure the Collective Agreement is properly followed, and to minimize disruption of staff, all requests for an unpaid leave of absence (LOAs) are made in writing and submitted to the department supervisor with **at least seven (7) days' notice.**

LOAs are granted (or declined) at the Employer's discretion.

Effective March 2, 2022, LOAs will no longer be approved to make up time when doing a shift exchange.

Sincerely,

Jeanette Lee

Director, Human Resources