

THIS ISSUE

- Menno Place Team Members
- LOA Request submission requirements

LEAVE OF ABSENCE (LOA) Submission Requirement

Please be reminded that LOA requests are to be submitted a minimum of seven (7) days prior to the time off requested. **The request must go to the Manager for approval as per the Collective Agreement language.**

The Facilities Collective Agreement, Article 34.01 states, “...Leave of Absence shall be made in writing to the department supervisor and may be granted at the Employer’s discretion. The employee shall give at least seven (7) day’s notice to minimize disruption of staff.”

The Association Agreement, Article 14.1 states, “A regular full-time employee may request an unpaid leave of absence (LOA) which must be submitted in writing seven (7) days prior to the requested time off.” A LOA is granted at the discretion of the Employer based on daily staffing levels.

Those team members who are denied the LOA request and fail to show up for their shift will be followed up with.

Sincerely,

Jeanette Lee

Director, Human Resources
Menno Place