



Distribution

# Personal Leave Policy – A Sample

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## PERSONAL LEAVE POLICY -- A SAMPLE

### PURPOSE

At [\[Company Name\]](#) we recognize there are times when an employee requires time off for personal reasons that are not related to personal illness or injury, or for reasons that may not be covered under other types of leave.

For short periods of personal absence, the Company aligns with Personal Leave<sup>1</sup> legislation that is defined by the [\[Canada Labour Code\]](#)<sup>2</sup>.

Alternatively, there may be times when an employee has a need for extended personal time off that cannot be provided for under a legislated leave or covered by their annual vacation entitlement.

The purpose of this policy is to support this flexibility by outlining the procedures and conditions for Personal Leave in the following categories:

1. **Personal Leave – Legislated**
2. **Extended Personal Leave – Non-legislated**

### SCOPE

This policy applies to all full-time and part-time employees of [\[Company Name\]](#).

### PROCEDURES

#### 1. Personal Leave – Legislated

Employees in federally regulated workplaces such as [\[Company Name\]](#) are entitled to personal leave of up to 5 days each calendar year. For employees who have completed 3 consecutive months with [\[Company Name\]](#), the first 3 days of personal leave are paid and the remaining 2 are unpaid.

<sup>1</sup> See the information on this Government of Canada site: [Types of leaves offered to federally regulated employees - Canada.ca.](#)

<sup>2</sup> Employers that are not federally regulated should replace the Canada Labour Code references in this sample policy with those that are relevant to their province or territory.

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It is important to note that Personal Leave under the Canada Labour Code does not include reasons related to personal illness or injury. Absences related to personal illness or injury are covered under the Company Medical Leave Policy.

**Personal Leave can be taken based on an employee's need to accommodate the following:**

- take care of health obligations or care for any member of your family,
- take care of obligations related to the education of any family member under age 18,
- manage any urgent situation that concerns you or a family member,
- attend your citizenship ceremony under the *Citizenship Act*, or
- manage any other situation prescribed by regulation.

### Additional Considerations

- Once you are aware of the need to take personal leave, please advise your [\[manager/supervisor, HR Rep\]](#) as soon as possible.
- You can take this leave over more than 1 period, however the Company requires that each period be at least [\[insert 1 day or ½ day\]](#) in duration.
- [\[Company Name\]](#) may also request, in writing, that you provide supporting documents related to your reasons for taking the leave. If needed, we will request this documentation within 15 days of your return to work and only if it is reasonably practical for you to provide it.
- Those employees who are eligible for paid leave (i.e., completed 3 months of consecutive employment with the Company), and whose salary varies from one day to another or who receive pay on a basis other than an hourly rate, will receive the average of their daily earnings, exclusive of overtime hours, for the 20 days they have worked immediately preceding the first day of leave.

## 2. Extended Personal Leave – Non-Legislated

There may be times when employees require extended time off that cannot be covered by their annual vacation entitlement or any legislated leave. Employees who are considering an extended personal leave are encouraged to review legislated leaves that might be available to them. At [\[Company Name\]](#) we believe that providing employees with the additional benefit of a non-legislated leave when it is feasible can benefit both the employee and the Company.

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### Reasons for extended personal leave might include, for example:

- Completing an educational program
- Relocating across an extended distance or across provinces
- Extended travel for personal reasons
- Family care responsibilities not covered by other legislated leaves
- Active involvement in initiatives of a registered charity

An employee must initiate the personal leave request, in writing, to their [\[supervisor/manager/ department head\]](#). The minimum advance notice given to the Company should be [\[XX weeks\]](#). In general, lengthy leaves may require longer notices. This will allow the business enough time to consider the request and plan for the employee's extended absence.

### When the request is received, the Company may:

- approve the request
- approve the request but defer the leave
- discuss other options with the employee
- deny the request

The leave of absence must be approved by [\[insert position names of any approval levels required\]](#).

The employee will be notified in writing that their request has been approved, deferred, modified as per discussions, or denied. If the request is deferred or denied, an explanation will be provided to the employee.

Extended personal leaves are managed on a case-by-case basis. However, [\[Company Name\]](#) will evaluate all applications based on consistent criteria to ensure employees are treated in a fair and equitable manner. When a personal leave is approved, the terms of the leave will be documented and signed by both the employee and the manager.

On occasion, two or more employees may request leaves at the same time. If the Company is not able to accommodate all requests, efforts will be made to work out a suitable alternative schedule with all parties involved.

Once the extended personal leave is approved, the manager will notify Payroll/ HR. They will in turn take the appropriate action to temporarily stop the employee's salary and provide them with detailed information about the effects of their personal leave on their pay and any related benefits or insurances.

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### Additional Considerations

- Employees may apply for a personal leave for a period of up to *[X weeks or months]*.
- Personal leave from *[Company Name]* is unpaid.
- Approval of personal leave is discretionary. The manager may approve or deny the leave after considering the effects of the employee's absence on the operational requirements of the organization.
- *[Company Name]* will attempt to keep the position open for the employee when they return.
- While an employee is on leave, their position may be filled with acting or temporary staff or left vacant. However, it must be understood that a personal leave is not protected by law and the employee will not be entitled to the guarantee of returning to their job after personal leave.
- The employee is expected to contact *[manager/supervisor, HR Rep]* in advance of their planned return from leave, to re-establish payroll and benefits arrangements and to ensure a smooth re-entry to the workplace. This contact should occur *[XX weeks]* prior to the employee's return.
- This is a leave without pay and at no direct cost to the Company. An employee has the option of discontinuing benefits or maintaining all benefits coverage throughout the leave period at their own expense.
- The employee does not accrue vacation during the personal leave of absence

### POLICY REVIEW

*[Company Name]* will review this policy as deemed necessary based on business or legislative change requirements, or no less than once every three years.

## ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Personal Leave Policy. I agree to comply with this Policy and its guiding principles.

Name ( <i>Print</i> ):
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Signature:	Date:
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Effective Date:	Revision Date:
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