



ARCHDIOCESE OF REGINA

Policy Name:	Leaves: Pressing Necessity	Number:	S4-22
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: Employees in permanent full-time or part-time (15 hours per week or greater) positions as of January 1st of each calendar year can request up to three (3) personal leave days/twenty-one (21) hours with pay for the purpose of attending to personal or family matters. Part-time employees will have the three (3) days prorated based upon the regular hours of work of their part-time position. These days will be charges against the employee's sick leave credits.

Definition: “**Pressing Necessity**” refers to attending to personal or family matters, examples are listed in the procedure.

- Procedure:**
- a) Eligible employees should submit their request in writing as soon as possible to their immediate supervisor or designate, and provide reasons for their request. It should be noted that such requests are not intended to supplement other benefits such as sick leave, personal medical/dental appointments, vacations etc. (Appendix P)
 - b) Attending to personal or family matters may include the following:
 - Illness of an immediate family member, e.g. child, spouse, or parent;
 - Attending a medical appointment with an immediate family member.
 - Moving or change in residence;
 - Court appearance (not subpoenaed);
 - Appointments related to legal matters.
 - c) Unused personal leave days are available in the current year and are not transferable to the following calendar year, nor are they paid out upon termination of employment.

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