

Sample from the Employee Handbook

## Section 2: Employment

### 2.0 Personnel Administration

The Company has established a Human Resources (HR) Manager or point-of-contact, which is responsible for personnel administration. Questions regarding your employment and this Employee Handbook should be addressed to the Manager of Human Resources.

### 2.1 Personnel Records

The Company should maintain a personnel file on each employee. An employee's personnel record begins with their completed employment application form and resume. From time to time information may be added to this personnel record regarding an individual's employment status with the company. Personnel records are the property of the Company and should be treated the same as any other confidential company information.

- The following provisions apply with respect to the company's standards for establishing, maintaining and handling employee personnel records:
- All official records concerning an employee should be kept up to date and all employees shall promptly report all pertinent personal information and data changes to the HR Manager.
  - Employees should be permitted to review their personnel records at reasonable times and in accordance with state and local laws.



**File Name:** Canadian leave policy manual.pdf

**Size:** 1287 KB

**Type:** PDF, ePub, eBook

**Category:** Book

**Uploaded:** 7 May 2019, 13:14 PM

**Rating:** 4.6/5 from 773 votes.

## Download Now!

Please check the box below to proceed.



I'm not a robot



reCAPTCHA  
Privacy - Terms

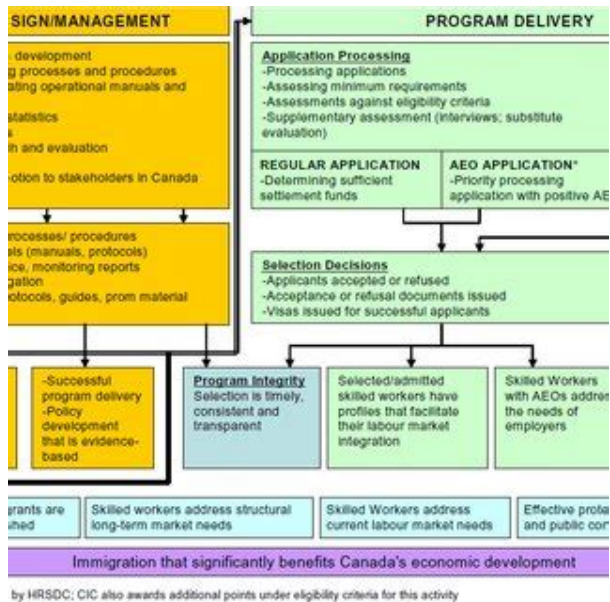
## Book Descriptions:

# Canadian leave policy manual

UNIVERSITY OF HOUSTON SYSTEM ADMINISTRATIVE MEMORANDUM	
SECTION: Human Resources	NUMBER: 02.D.01
AREA: Leave Entitlements	
SUBJECT: Vacation and Sick Leave	
<hr/>	
1. PURPOSE	
1.1. The University of Houston System provides leave benefits to eligible employees according to the <u>General Appropriations Act</u> and other statutory standards. Vacation (annual leave) and sick leave are outlined in this document. Other leave policies are addressed in their respective administrative memoranda.	
1.2. For purposes of this document, a "regular, benefits-eligible" employee means one who is employed to work at least 20 hours per week for at least four and one-half continuous months excluding students employed in positions that require student status as a condition for employment.	
2. POLICY	
2.1. It is the policy of the System to provide vacation and sick leave to regular, benefits-eligible employees according to the provisions of state law. Eligibility for vacation and sick leave differs under law and is specified below.	
2.2. State law specifies that sick leave may be used only in certain qualifying circumstances, listed in section 4.1.	
3. VACATION LEAVE POLICY PROVISIONS	
3.1. Regular, benefits-eligible staff employees and faculty on 12-month appointments shall, without deduction in salary, be entitled to vacation time in each fiscal year in accordance with the provisions of <u>Section 661.152</u> of the Texas Government Code. Such entitlement is earned according to the schedule established by the Texas Legislature in the biennial <u>General Appropriations Act</u> , proportionate to the full-time equivalency (FTE) established for the position in which the individual is employed. Faculty other than those on 12-month appointments, are not eligible for vacation.	
3.2. Vacation entitlement is subject to the following guidelines:	
a. An employee will earn vacation entitlement beginning on the first day of employment with the System and terminating on the last day of duty.	
<hr/>	
October 26, 1994; Revised January 31, 2009	Page 1 of 7

HTML is provided solely for the convenience of readers. The only official version of the CFLPM under the authority of the Chief Military Personnel CMP is in electronic PDF format found on this web site. A printed copy of the official PDF is only accurate as of the time it was printed. Any discrepancies between the HTML and the official PDF versions should be reported to DPPD, DGCB. It is recorded separately from leave accumulated since 1 April 1996. For the purpose of leave audits, Accumulated Leave is to mean both Accrued and Accumulated Leave. These activities include. Bathing means washing of face, trunk, extremities and perineum. Grooming means brushing of hair and teeth, shaving and makeup application. Includes cutting, buttering bread, etc.; and IMR include, but are not limited to For example, in consideration of the CF leave policy, the islands of Puerto Rico and Hawaii are overseas. These forms are to be used as the source record for recording leave into the Leave Reporting System formerly HRMS. When members are authorized sick leave for less than three days, either a sick chit signed by a Medical Officer or a CF 100 shall be completed if the sick leave is approved by the CO. A CF 100 shall be issued to a Regular Force member granted Leave Without Pay LWOP following enrolment in or transfer to the Regular Force. Weekends, designated holidays and other holidays listed in Annex A of this chapter, or in the case of shift workers, their scheduled nonworking days designated as weekends on the CF100; shall not be charged against any leave that is granted in working days although such days will normally form part of the leave period. When a member on leave is admitted to hospital, leave shall terminate on the day prior to the date of admission. <http://ambient-electric.com/userfiles/dishlex-supreme-manual.xml>

- **canadian forces leave policy manual, canadian armed forces leave policy manual, canadian leave policy manual, canadian leave policy manual, canadian forces leave policy manual.**



These members are personally responsible for ensuring that any periods during which they are not required to perform academic or military duties or are not at work are covered by periods of authorized leave and that such leave is recorded by their applicable URS. Additional provisions for students are detailed in Chapter 5 Special Leave and Chapter 8 Leave Without Pay and Allowances. For members posted to exchange positions, the ability to take leave is governed by the MOU between Canada and the host nation for the exchange position. Leave may be approved by the host country and, when granted, must be recorded on form CF 100 and a copy submitted to the appropriate URS. In certain instances, members are required to report travel or contact with foreign nationals to the appropriate local security authority. In such cases, the approving authority for granting the leave shall be as designated by the CDS. Shift workers may follow a schedule that differs from a Monday to Friday working week, but it is a schedule nonetheless. In scheduling the working days of a shift worker, the CO is responsible for specifically identifying both the working and nonworking days so as to ensure that the amount of time off is equivalent to the weekends and statutory holidays provided to CF members working a Monday to Friday workweek. In order to provide members with rest time associated with weekends and statutory holidays, care must be exercised to ensure the equivalent time off is given at regular intervals and not accumulated over long periods of time. When working on a compressed schedule, time off must be earned in order to be taken i.e. four days of work on a compressed schedule for three days off in a week. When a member requests annual leave, this leave must be granted based on a normal working week i.e. not compressed in order to ensure a member is not granted more than the allotted annual leave entitlement. <http://www.lygiacampos.de/img/dishlex-supreme-dishwasher-manual.xml>

#### Brookhaven Science Associates, LLC (BSA) Paid Parental Leave Policy

In order to assist and support new parents through its leave policies and to assist with balancing work and family matters, BSA is providing Paid Parental Leave. This Policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or adopted child. This Policy is only applicable to care for children born or adopted on or after December 1, 2016.

#### Definitions

- **Eligible Parent** is the birth parent, same-sex domestic partner, or new adoptive parent of a child. An individual who adopts a spouse's or partner's child(ren) is not eligible for this benefit.
- **Primary Caregiver** - A primary caregiver is defined as an Eligible Parent who has primary responsibility for the care of a child following birth or adoption. Note: If both parents work for BSA, then only one parent can be designated as a primary caregiver.
- **Secondary Caregiver** - A secondary caregiver is defined as an Eligible Parent, other than the Primary Caregiver, who has secondary responsibility for the care of a child following birth or adoption. Note: If both parents work for BSA, then only one parent can be designated as a secondary caregiver.

#### Who is Eligible for the Paid Parental Leave Policy?

##### Active Employees

All regular employees of BSA who work at least 20 hours per week and who have been employed for the 12-month period and completed 1,250 hours immediately prior to the Paid Parental Leave period are eligible to participate in the Paid Parental Leave Policy.

An employee is a "regular employee" if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time or regular part-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee), even if the Employer's classification is later determined to be incorrect. Term employees are considered regular employees for the purpose of this benefit.

##### Ineligible Employees

- Any person whose terms of employment are governed by a collective bargaining agreement whose benefits are the subject of good faith bargaining, unless the collective bargaining agreement specifies that such individual is eligible to participate in the Paid Parental Leave Policy.

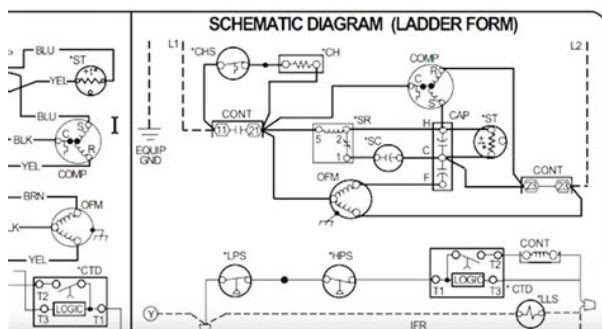
##### Benefit

Under this Policy, BSA will provide up to six weeks (up to 240 hours) of Paid Parental Leave at 100% of actual base salary to the Eligible Parent serving as the Primary Caregiver for the care of a child following birth (or adoption of a child up to age 18) and up to 1 week (up to 40 hours) of Paid Parental

Example A member who works four 12-hour shift days in a scheduled work week Monday to Thursday, earns a three-day long weekend time off, Friday to Sunday, totalling seven days in a week. The member then takes a week of leave using five annual days Monday to Friday, where each day counts as a normal uncompressed workday plus two weekend days, totalling seven days. All CF 100 forms for shift workers shall clearly identify the member is a shift worker. Leave beyond the COS date is limited to a maximum total of annual, accumulated and special leave if applicable of 20 working days. Any additional leave shall be approved only by, or with the concurrence of, the gaining unit CO. Leave other than annual or accumulated leave shall not be granted. Members on the fulltime Vocational Rehabilitation Program for Serving Members VRPSM are not excused from taking annual leave, and they are obligated to expend their annual leave entitlement within the constraints of the program. These holidays will be granted on the authority of the Officer Commanding the Command. When Christmas falls on a Friday, the following Monday will be taken as the designated Boxing Day holiday. The purpose of annual leave is to sustain initiative and enthusiasm and to encourage the physical and mental wellbeing of CF members by providing periodic opportunities for rest and relaxation. As a fundamental key to sustaining good performance, COs shall establish leave plans which will ensure that the entire complement of annual leave is granted with due consideration given to IMR. The portion that extends into the next fiscal year shall be charged against the old fiscal year entitlement. Annual leave from the new fiscal year entitlement may also be granted in the same leave period to form a continuous leave period.

Prior to doing so, the following factors should be considered. Upon request and subject to IMR, all CF members shall be offered an opportunity to take at least ten days annual leave during the months of July and August. COs are encouraged to schedule annual leave opportunities in conjunction with other suitable occasions, such as but not limited to, school breaks, school professional development days and statutory holidays. Therefore, the member and the releasing unit shall ensure that annual leave commences at a date early enough to allow for the granting of all annual leave before the authorized release date. Periods of Reserve service of less than 30 days are referred to as PILL-eligible periods of service. There is no requirement for these periods of service to be for the same employment, rank, position number, organization or within the same location. To maintain PILL benefits, there must be a break of at least one day between periods of PILL-eligible service.

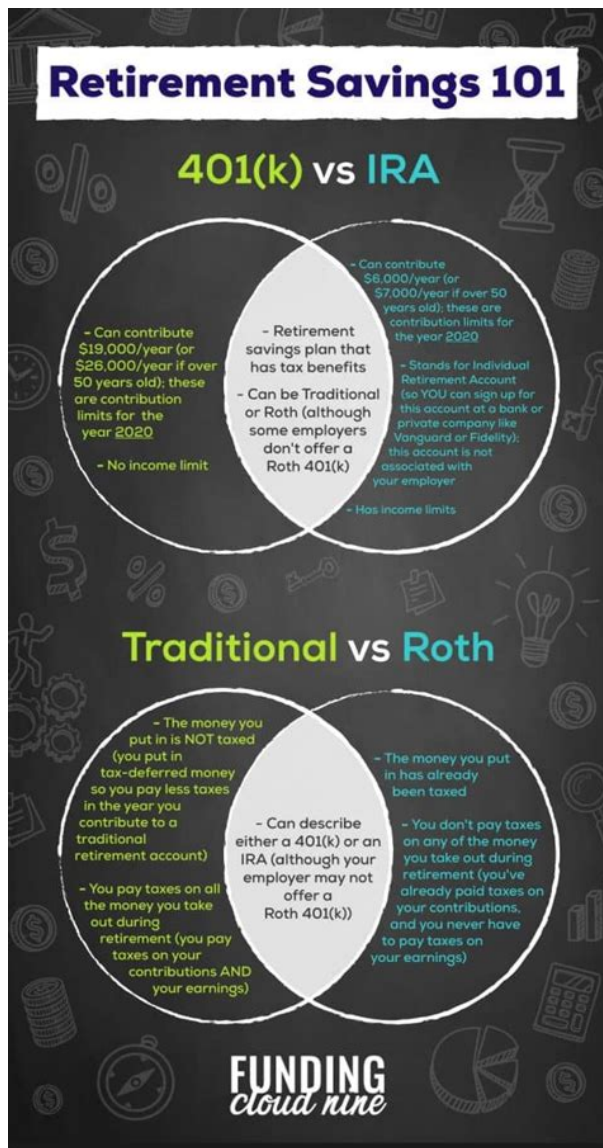
Annual leave for members of the Reserve Force on Class B or C for periods of service of 30 or more continuous days is granted based on their period of service, which can start and end at any point during the leave year. In cases of multiyear consecutive periods of service, the yearly management of leave commences on the first day of the period of service and expires on the day preceding the anniversary date of the period of service. When a period of service is about to end and unused annual leave remains, the following options are available to the member, subject to approval by the losing CO These extensions form part of the period of service; in the case of annuitants, they must not cause the period of service to exceed the limitations on the total number of days that may be performed in any 365 day period of Res F service, while continuing to receive an annuity; or This applied to all members regardless of their annual leave entitlement.



<http://fscl.ru/content/3par-system-reporter-manual>

This applied to all members, regardless of their annual leave entitlement. The approval authority cannot be delegated. Alternatively, the approving authority may choose to have expenditures charged to the budget of the CO. Accumulation of leave shall not be authorized for personal reasons. The Formation Commander, OCC, CDS or the Minister may approve accumulation of more than five days of unused annual leave, to the maximum allowed. This authority may not be further delegated. Approving authority level should be the closest possible to the requesting member. Military Pay Administrative Instructions MPAI 75 provides the instructions for completion of form DND 2393 Authorization of Leave Accumulation or Mandatory Payment in Lieu of Annual Leave for Regular Force. Therefore, the member and the releasing unit shall ensure that accumulated leave commences at a date early enough to allow for the granting of all accumulated leave before the authorized release date. In extraordinary circumstances, when there is proof of significant personal or financial hardship, requests to cash out accrued leave outside of a national cash out program may be submitted through the chain of command for consideration and approval by the CDS. The approval authority shall not be delegated. CF members shall not use in year annual leave entitlements or future year annual leave entitlements to offset the debt; however, they may elect to use accumulated leave in order to offset the overpayment. A grant of any period of special leave that would result in the member receiving more than 30 days of special leave must be approved by the Minister. The Formation Commander, or the the OCC where there is no Formation Commander in the members chain of command, may approve up to 14 consecutive calendar days, inclusive of any Special Leave Community Affairs already granted by the CO.

<http://elreehavia.com/images/brk-model-86rac-manual.pdf>



Studies may include but are not limited to The Formation Commander, or the OCC where there is no Formation Commander in the member's chain of command, may grant up to 30 calendar days Special Leave Academic Advancement per occurrence, inclusive of that granted by the CO. Special Leave Academic Advancement may be granted at the discretion of the approving authority when in their opinion such academic advancement is in the interest of the CF. It is not limited by fiscal year nor limited to once in a career. However, this type of leave is not intended to provide continuous paid leave for fulltime studies; LWOP Academic or Technical Training Section 8.6 shall be considered for this instance. Special Leave while on Military Courses may be appropriate for the observation of local holidays or customs when members attend military courses or foreign educational institutions. Subject to paragraph 5.8.03, the CO CFS Alert may grant one working day of Special Leave CFS Alert for each completed period of 15 consecutive days to members attached posted to CFS Alert for a period of four months or less. Special Leave CFS Alert may be granted to the CO CFS Alert by the respective Formation Commander. It will be granted normally in consecutive days, but the CO may authorize the leave to be taken in nonconsecutive days, as required, in consideration of a compulsory relocation on a posting or attached posting. The authority that withholds or limits Special Leave Relocation in these situations shall be no lower than the Formation Commander or, in consideration of deployments to an international operation overseas, the force employing operational commander. Special Leave Relocation in consideration of a member being sent away from their home unit on duty for operations, training exercises, career courses or incremental taskings, on a status other than posting or attached posting such as, but not limited to, Temporary Duty, may be denied, withheld or limited at the discretion of the CO.



[NAME OF COMPANY]  
**POLICY STATEMENT GOVERNING  
VACATION TIME, LEAVE OF ABSENCE, AND HOLIDAYS**

TO: ALL EMPLOYEES OF [NAME OF COMPANY]

Effective Date: \_\_\_\_\_

This Policy Statement is intended to provide Company employees with information and guidance concerning the Company's policies and procedures with respect to vacation, sick leave, time off, and leaves of absence taken by employees. Your timely attendance at work is crucial to keeping the business running smoothly. Absences must be planned in advance to ensure that there is no risk to the health and safety of other employees, and that no employee is overburdened or unduly inconvenienced due to the absence of a co-worker.

This document should not be considered a complete and comprehensive guide as to the Company's policy on what is acceptable behavior, but should serve as a guide to aid staff with answers to their most common questions and concerns.

Policies and procedures contained in this Policy Statement are subject to change, and all personnel are encouraged to consult their supervisor or a Personnel Department / Human Resources Manager if they have any questions that do not appear to be covered herein.

All employees are expected to read this Policy Statement. Any violation of the policies set out in this Policy Statement will result in disciplinary action, which may include termination of your employment.

**Definitions**

"Full-time employees" means all employees of the Company who are scheduled or authorized to work a minimum of 32 hours per week. This includes full-time contract employees.

"Part-time employees" means all employees of the Company who work less than 32 hours per week. This includes part-time contract employees.

"Contract employees" means all contractors, subcontractors, or agents of the Company who have a temporary employment contract or independent contractor contract with the Company, regardless of how many hours they work per week.

**Responsibilities**

**Responsibility of Company**

The Company shall be responsible for distributing to all new and existing full-time employees, part-time employees, contract employees and other agents of the Company a copy of this Policy Statement in print and/or electronic format.

**Responsibility of Employees and Contractors**

It is the responsibility of all employees, contractors and other staff to read this Policy Statement and to clarify any points that you do not understand or to address any concerns you may have by asking questions of the appropriate persons.

Special Leave Relocation that is withheld or limited and cannot be reinstated prior to relocation is forfeited. More than one of the elements may apply concurrently depending on the circumstances pertaining to the relocation. Personal administration may include, but is not limited to, making arrangements for banking, insurance, public utilities, school enrolment, daycare, licensing, local taxation and provincial health insurance. Within this context, this element may apply also to predeployment considerations pertaining to This element facilitates adjustment to the North American environment, recovery from time zone changes, and helps prepare the member for continuing service in the CF. Within this context, this element may also apply to postdeployment considerations pertaining to When a member is relocated between units within Canada or the continental United States, or relocated between overseas units, the portion of Special Leave Relocation intended for disembarkation shall not be granted. Leave associated with disembarkation is not granted if the member is returning to Canada for the purpose of being released. Amended 20 Jun 16 The authority for granting the leave and the amount of Special Leave Relocation that may be approved at each end of a posting, based on the posting situation, are prescribed within Annex B, Table 1. Special Leave Relocation shall not be granted to a member who is posted within their geographical area. Special Leave Relocation may be granted to both members of a service couple who are posted or attached posted. If only one member of a service couple is posted, then annual leave must be taken for the member who is not posted. The Special Leave Relocation granted remains exclusive of and distinct from the travel time authorized for the relocation of members and families between locations. When a member's COS date is prior to their move, the CO of the gaining unit may grant the member the leave at both ends of the move.

Special Leave Relocation is not intended and shall not be used to compensate for a member having worked weekends or statutory holidays. If not taken before departure it is forfeited. When a member of the Reserve Force is attached posted on a period of Class B or C Reserve Service IAW Annex B, Table 2 the applicable Special Leave Relocation shall be included in that period of service. However, the five days for disembarkation will not be granted. Special Leave Mission may only be withheld or

a member recalled from such leave because of IMR. Workload is not an imperative military requirement as Commanders are responsible for creating leave plans that permit all members to take leave. For UN or MFO missions where no UN or MFO policy exists, Special Leave Mission may be granted by the Commander CJOC at the rate of two and one half calendar days per thirty continuous days in the AO. The Operational Commander may delegate to the next level in the chain of command. If conversion of Special Leave Mission is approved, Special Leave In Lieu of Mission Leave is granted following repatriation. Special Leave in lieu of Mission Leave shall not be reckoned against weekends or statutory holidays. In all cases, the converted amount is rounded to the nearest whole number. For naval operations, calculation of the continuous time deployed in the area of operations credited toward Special Leave In Lieu of Mission Leave is based on the same criteria as per Section 5.12.05 Special Leave Mission. The Task Force Commander shall publish the Special Leave Mission Travel time applicable to the mission in the Task Force Standing Orders. Operational Commanders are to monitor travel time requirements for each mission in consultation with welfare travel coordinators, and revise the travel time within the limits if travel conditions change. Special Leave Mission Travel that may be granted for any mission will be travel time as required.

<http://www.deadclan.nl/wp-content/plugins/formcraft/file-upload/server/content/files/1626ff2e87b78f---boss-1180cd-manual.pdf>

The travel time for a member traveling to a third location shall be actual time required to reach the destination but in any case shall not exceed the maximum time which would have been granted had the member returned to Canada. Amended 30 Sep 16 This option is not intended to compensate for missed statutory holidays or high operational tempos during the mission. Home units will be responsible for reimbursing necessary expenses incurred by members on duty who are unable to return to their primary residence during the required period of selfisolation. If for personal reasons, such as the mode of transportation chosen, more time is required, annual leave must be taken in conjunction with the five days special leave. It is granted for that period of time during which a member is unfit for duty but is not required to convalesce in an infirmary or hospital. No CF member who is on sick leave can be ordered on annual leave. Where a member is discharged from hospital and granted sick leave, the sick leave commences the day after discharge from hospital. With the exception of organ or bone marrow donation, the CF does not approve sick leave for member funded elective medical treatments. However, sick leave may be recommended for medical complications arising from the pregnancy or birth. Examples of urgent and exceptional personal reasons include but are not limited to Critical illness would be an illness or injury that is of such severity the patients life is in immediate danger. All compassionate leave requests must be substantiated to the satisfaction of the approving authority. Any compassionate leave granted that is not subsequently verified shall be recovered. The OCC may approve up to 30 calendar days, inclusive of any compassionate leave already approved by the CO. No extensions beyond 30 calendar days shall be authorized. There is no limit to the number of different reasons for which a member may be granted compassionate leave.

[www.ckt-works.com/userfiles/files/compro-t300-manual.pdf](http://www.ckt-works.com/userfiles/files/compro-t300-manual.pdf)

These reasons are neither limited by fiscal year nor by the circumstances giving rise to the need for compassionate leave. Except on enrolment, members must request LWOP. The reason for the LWOP must be in the interest of the CF. Applications must be submitted with a recommendation from the CO and OCC. A period of LWOP is deemed to be continuous service but shall not be included in the computation of continuous service for the purpose of annual leave entitlement. The exception is for periods of LWOP for maternity and parental purposes which count as continuous service. The recall to duty of a member on LWOP shall be done personally by the CO and shall be for a minimum of five working days. Periods of LWOP shall not be broken for the purpose of establishing an annual leave credit. A member taking advantage of LWOP for spousal accompaniment must agree to accept any



posting or training upon completion of the leave period. Requirements for periods of LWOP on enrolment in excess of 21 days shall be referred with the supporting reasons to the Commander of the Canadian Forces Recruiting Group CFRG. LWOP for new members shall be documented on a CF 100. The Commander of the Canadian Forces Recruiting Group CFRG may grant a period in excess of 21 days. It may only be deferred for imperative military requirements. Applications in excess of 30 days must be submitted with a recommendation from the CO and OCC for approval to DGMC. However a member can elect not to pay for the portion of a period of LWOP that is in excess of three months. If the member elects not to make the contributions, the period will not be used in the calculation of their pension benefits. The pension plan changes made on 1 March 2007 provide that a member is entitled to an unreduced immediate annuity after completing 25 years 9,131 days of paid CF service. LWOP for maternity and parental purposes are the only types of LWOP that can be considered as paid days of CF service.

The only exception is LWOP for maternity or parental purposes which count as continuous service. Submission of form SISIP FS INS 9E Leave Without Pay LWOP is required. Additional information is available by calling 18002676681 or visiting [www.sisip.com](http://www.sisip.com). In such cases the member's CO must ensure that action is taken in HRMS. I understand that if my application is approved This will permit proper consideration of the application and subsequent notification to the applicant in sufficient time to complete arrangements to participate in the course should the application be approved. These two days do not have to be authorized on consecutive days and may be authorized in halfday increments. Annual and accumulated leave form parts of retirement leave only when granted immediately prior to the release or transfer from the Regular Force or rehabilitation leave. Annual leave is not earned while on retirement leave. Nonworking days, including designated and other holidays, which are listed in Chapter 2, General Administration, Annex A, immediately preceding and immediately following the period of annual and accumulated leave shall not be charged against the member's entitlement. Members who enrolled, reenrolled or transferred to the Regular Force after that date are not entitled to rehabilitation leave. Rehabilitation leave is not considered as service for the purpose of calculating annual leave entitlement in the fiscal year of release. Retirement Leave shall not impact the member's date of release and is to be administered as per article 10.2.05, Limitations. A request to commence retirement leave prior to completing a period of obligatory service requires substantiation to justify such action and must be submitted to the Director General Military Careers DGMC for consideration. Approval will be granted in exceptional cases only.

A member who is not reaching CRA and who is to be released or transferred from the Regular Force on completion of a fixed period of service such as CE, FPS, etc. may request that retirement leave Elections must be submitted to the members CO and will only be approved where a service requirement exists. If a member elects to receive only a partial payment in lieu of retirement leave, the remaining leave shall be counted backwards from the CRA date, ensuring that the last day of leave will be no later than the date of CRA. The form at MHRRP, Chapter 16 Leave is to be used for this purpose. The form MHRRP, Chapter 16 Leave is to be used for this purpose. Career Manager concurrence is not required except for those members reaching CRA. When a partial payment in lieu of retirement leave is authorized, or when no request for payment is received, the member must take the authorized retirement leave to end on the date determined for the release or transfer. When payment in lieu of all retirement leave is authorized, the member's last day of work shall be the release or transfer date as determined by the approving authority. If this is impractical, the procedures for emergency medical treatment listed on the members copy of the CF 100 leave form shall be followed. It is the member's responsibility to inform any CF medical facility to which they report that they are on retirement leave. Notification shall include the date of admission and any recommended period of sick leave. Notwithstanding such application, the effective date of release or transfer is fixed and can only be amended in accordance with the CDS Designated Release Authorities Listing. Accordingly, DMCA in consultation with D Med Pol shall review the request and

immediately notify the member if any changes to the effective date of release or transfer are approved. No rehabilitation leave except for release item 3, 4 a b, 5 a b c and e.

My scheduled date of release or transfer is as follows please provide the release or transfer date here. The physicians registration number is please provide the registration number of the physician. The physician may be contacted at the following number please provide telephone number. The OCC may require the audit of leave records whenever it is deemed necessary. The corrective action required when discrepancies are found during the release audit may have serious financial consequences for the member. Accordingly, the value of the annual review or any other audit prior to the release audit is extremely important. For enquiries, contact us. The site may not work properly if you dont update your browser. If you do not update your browser, we suggest you visit old reddit. Press J to jump to the feed. Press question mark to learn the rest of the keyboard shortcuts Log in sign up User account menu 17 Has anyone here taken compassionate leave before. If so, is there anything major I need to know before approaching my chain of command If so, is there anything major I need to know before approaching my chain of command Inform your CoC that you would like to take Compassionate for x reason. Link to Leave manual. It doesnt have to be a death. Once you get approval, book your travel. Compassionate Travel Assistance CTA only covers travel. When you return, submit your claim. Keep your CoC informed all the way through so if anything goes sideways like you need extra days above what the CO can authorize, then they can get a head start on the memo to the Base Commander for you. If youve got any other specific questions, Id be happy to answer them. If you are asking for an advance,, most pay offices will only advance you 75% of the amount to protect your pay a little. Other CTA goodness, it will only cover you to the Canadian border. If you need to leave the country on your compassionate leave, travel beyond the border will not be covered under CTA.

Bring your stamped leave pass back when submitting your claim. Remember that most airlines have bereavement fares, just call them and find out what you need to claim it. You can take compassionate multiple times for the same reason. For example, your dad gets diagnosed with cancer. You go home to see him in the hospital. He starts to recover eventually and you go back to work. Then a month later it gets worse and the doc says he only has a week left to live. You can take compassionate again for whats essentially the same reason. Its usually a very simple process. One key phrase that I like to put in is the difference between annual and compassionate iaw the leave manual. Find the exact quotes from the manual, but essentially, annual is intended for rest and recuperation. Compassionate is for addressing critical and stressful needs regarding. Those can be CO implemented orders, but its still a fucking dick army move. See those lights Its the bus youre about to be thrown under. You should take it to Occupationtransferland. Their grandfather is dying and wont make it to the holidays. Person put in request for compassionate and was flat out denied by CO. Was told they should burn annual. Our CoC worked as best as they could to come up with a solution, and best scenario they managed to pull together was getting this persons Christmas leave pushed to the left so it starts a week earlier, and now they have to come back to work in January over a week earlier. They start their leave today and have to fly across the country on this short notice, I dont even know how much a last minute ticket like that would cost at this time of year since they didnt get any kind of LTA. Is there anything that can be done about this now. I would imagine its a case of theyre just SOL, but figured I would ask on their behalf since literally nothing could be done besides shifting leave times.

If you have a legitimate entitlement to it, your CoC will be very accommodating and help you make the process super simple. I didnt have to lift a finger for mine. Clerks should be able to fill you in on any travel benefits youre entitled to for yourself and family. Ive be granted 2 days to be emotional support for a friend going for surgery. Ive be granted a day to support my mom with a mammogram. I was granted a week to attend my grandfatherinlaws funeral. Sometimes they need a memo, other

times you can approach the padre and they'll get the ball rolling for you. If your CO isn't a dick and it's something obvious you can just explain it to your PL officer and they'll do up a compassionate leave pass for the CO to sign. The padre isn't actually required. I had to fight to get two days for a family member's funeral. It's a nice option, but it's always shitty to have to use it. I've used compassionate travel before, but it was from OUTCAN so regs are a bit different. If the Padre finds out he will literally crucify you. All rights reserved Back to top. The leave is a statutory entitlement, not something that may or may not be granted at the discretion of the employer. In the case of a deployment, the employee must provide such notice four weeks before the leave is to begin, if possible, or as soon as is practicable, and keep the employer informed of changes to the length of the deployment which in turn affect the length of the leave. In the case of training, the employee must provide such notice four weeks before the leave is to begin. If more leave is needed, the employee must notify the employer at least four weeks before the employee was supposed to return to work.

<https://formations.fondationmironroyer.com/en/node/8564>