



HUMAN RESOURCE POLICY

**5.0 LEAVE ENTITLEMENTS**

**5.03 PRESSING NECESSITY AND PERSONAL/FAMILY RESPONSIBILITIES**

**Purpose**

To guide employees and managers in the use and granting of pressing necessity and personal/family leave.

**Application**

This policy applies to all staff of the Saskatchewan Information and Privacy Commissioner (IPC).

**Definitions**

*Pressing Necessity* leave is used to deal with unforeseen or emergent situations.

*Personal/Family* leave is used for non-emergent personal or family responsibilities.

**Policy**

The IPC recognizes that employees may encounter emergent, unforeseen situations or non-emergent personal/family responsibilities that require their absence from work. The amount of paid leave an employee will be provided will vary depending on availability of sick leave, the specific situation and eligibility limits as described below.

When making a request to access Pressing Necessity or Personal/Family leave, employees are expected to:

- Exercise sound judgment balanced with good faith reasoning,
- Recognize and understand the operational requirements of the work unit,
- Respect the needs of co-workers and,
- Provide reasonable notice for non-emergent requests.

The usage of these paid leaves is restricted to a portion of the employee's accumulated sick leave balance due to federal government Employment Insurance Regulations.

**Pressing Necessity and Personal/Family Leave shall be administered as follows:**

- Requests will be granted to an extent considered to be fair and reasonable and in accordance with the employer's policies.
- Unless there are unusual circumstances, leave for personal/family responsibilities should be utilized one day at a time.

**Note:** for more information please see the Guidelines for Policy 5.03 Pressing Necessity and Personal/Family Responsibilities.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

*The Saskatchewan Employment Act*

**Influencing Source**

Saskatchewan Public Service Human Resource Manual: Section 702-1

Legislative Assembly Service Human Resource Policy 5.3

IPC Guidelines for Policy 5.03 Pressing Necessity and Personal/Family Responsibilities