



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. Leave for Pressing Necessity is drawn from an employee's sick leave balance and may be used for emergent and compassionate leave situations as described in this policy.

Personal/Family leave is used for non-emergent personal or family responsibilities. Personal/Family leave is also drawn from an employee's sick leave balance.

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