

## MEMO

To: SPL Board  
From: Staff Manual Review Committee  
Date: April 28, 2021  
Re: Section 6 Vacation, Public Holidays, and Leave

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### Summary of Section 6 Review

Current members of the Staff Manual Review committee met to discuss options around Section 6 “Personal Leave” within the staff manual. A robust discussion occurred, digital and zoom, and agreement was found that a recommendation to the board should be made **that would allow personal leaves without pay to be allowed, but that personal leaves with pay should not be standard policy**. The committee felt that SPL should remain supportive but recognized that this policy can lead to challenging operational situations and other issues.

**The committee discussed that with any potential change the SPL Board should consider additional personal days to support all staff members and to make sick time potentially easier to use. It is recommending that the SPL Board needs to find other innovative ways to support and take care of staff to ensure they continue to feel safe and healthy working at SPL. This should be our top priority within the full staff manual review upcoming.**

The recommendation, while not allowing personal leave with pay, does allow personal leave without pay presuming operational requirements and additional considerations are met. The committee did not want to fully remove the option as it could be critical to supporting a staff member in extraordinary or personal circumstances and that staff should consider their sick time, vacation time and other available or appropriate benefits first.

The committee also recommends that this section be examined again when the complete Staff Manual is reviewed and that any revised Staff Manual be reviewed by an HR competent consultant.

Below are three options with our recommendation being Option #1. We are open to feedback and look forward to a robust discussion.

### Options and Recommendation for Section 6: Personal leave

#### Option # 1 – Recommended Option Based on Review

- 6.1 Personal leave without pay may be granted. A written request must be made to the CEO. In the case of the CEO, a written request to the Board is required.
- 6.2 Approval of such leaves is discretionary to meet the operational and other needs of the Stratford Public Library. Personal leaves under this section to not exceed twelve (12) months.
- 6.3 Leave decision to occur within 14 days of date of request.

6.4 It is recommended that Staff should consider or coordinate with other leaves within “Vacation, Public Holidays, and Leaves” that may be more appropriate and/or applicable.

### **Option # 2**

Personal leave with or without pay is not available to staff. Staff should discuss with their Managers available remaining entitlements, ESA approved leaves, or short-term disability options to support the staff member.

### **Option #3**

Personal leave with or without pay may be granted pending circumstances. A written request to the CEO must be made. In the case of the CEO a written request to the Board is required. Before approval or decline a review of all operational and other needs must be completed. A discussion of remaining entitlements and their use, as well as additional supports available should be discussed with staff before granting this form of leave. If a personal leave with pay is granted the leave must not exceed two weeks within an annual pay period.

### **Motion**

That the Stratford Public Library Staff Manual, approved November 7, 2017, Vacation, Public Holidays, and Leave, Section 6: Personal leave, be revised as per option #1 of the Staff Manual Review Committee.