

12.2 Special Leave

Entitlement

Civil service employees may be granted special leave with full pay, partial pay, or without pay in accordance with the provisions of the various collective agreements or the regulations under the *Civil Service Act*.

Types of Special Leave

Leave of absence will be granted to all employees in the following circumstances, within the parameters of the collective agreements or the regulations under the *Civil Service Act*.

LEAVE WITH PAY

- bereavement
- personnel selection/examination
- leave for emergency
- attendance at court
- injury on duty
- leave for birth of a child

LEAVE WITHOUT PAY

- pregnancy/parental
- adoption

Leave of absence may be granted to all employees in the following circumstances within the parameters of the collective agreements or the regulations under the *Civil Service Act*.

LEAVE WITH PAY

- leave for educational purposes*
- military leave
- illness in family

**Leave for educational purposes may also be granted with part pay or without pay.*

PARTICIPATION IN INTERNATIONAL SPORTING EVENTS

Subject to operational requirements, every consideration will be given to granting leave of absence without pay to an employee participating in an international sporting event as an athlete or as an official.

VOLUNTEER FIREFIGHTERS

Subject to operational requirements, every consideration will be given to granting leave of absence with pay to an employee who is a member of a volunteer fire department where an employee is called out.

LEAVE FOR PUBLIC OFFICE

Where an employee is granted time off work as a result of elected activity pursuant to Section 35 of the *Civil Service Act* (municipal elections), such time off will be without pay.

Time Off for Union Business

Where operational requirements permit, and on reasonable notice, bargaining unit employees shall be entitled to special leave with or without pay for union business in accordance with the provisions of the collective agreement. For ease of administration, in cases of leave without pay the employee will remain on the payroll and the Nova Scotia Government Employees Union will reimburse the province for any time off for union business.

Powers and Limitations in Granting Special Leave

In addition to the various types of leave specified in **Types of Special Leave** above, provision is made for granting special leave within the limits detailed below. In view of the specific coverage that already exists, the power to grant this special leave would be used only in unusual circumstances.

NON-BARGAINING EMPLOYEES

In any one year the deputy head may, on such terms and conditions as outlined in the regulations under the *Civil Service Act*, grant special leave of absence with full pay, partial pay, or without pay where circumstances warrant.

BARGAINING UNIT EMPLOYEES

The deputy head, in any one year, may grant special leave with pay or without pay for such period as he/she deems circumstances warrant.

Note: If provision exists for leave of absence for a specific purpose (bereavement, emergency, pregnancy/parental, etc.), the deputy head will not approve additional leave with pay for that purpose.

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

Approval date:

Manual release date: January 9, 2003

Approved by:

Most recent review:
