



Time At and Away From Work Policy

Policy Number:	HR-002
Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	January 24, 2019
Effective date:	January 24, 2019
Next Review Date:	2022

PURPOSE STATEMENT:

The purpose of this policy is to provide a framework to manage and support employee time at and away from work.

SCOPE:

This policy applies to all non-union employees, and to union employees where not addressed in the terms and conditions of the respective collective agreement.

POLICY STATEMENT:

The Oakville Public Library recognizes the value of its employees and the need to manage and support regular attendance at work while acknowledging the importance of achieving and maintaining a balance between work and personal life.

It is essential that all employees attend work regularly for the efficient operation of the Library. All employees are expected to attend work regularly and on time as a condition of employment.

RELATED PROCEDURES:

- Hours of Work
- Absence Reporting
- Vacation Entitlement
- Public Holidays
- Personal Days
- Unpaid Leave of Absence
- Bereavement Leave
- Election & Voting Leave
- Jury Duty or Witness Attendance Leave
- Pregnancy and Parental Leave
- Employment Standards Act Leaves
- Flexible Work Arrangements

Inclement Weather
Disconnecting from Work

REFERENCES:

Employment Standards Act, 2000
Collective Agreement