



Medical and Dental Appointments - Procedure

Employees are to complete a staff leave request form, to ask for permission to attend appointments. Employees are expected to fill out this request at least two weeks prior to allow for scheduling changes. Employees will be notified by the direct supervisor if this leave has been approved.

Employees must be aware that SEC may not be able to approve all requests due to scheduling conflicts with other staff or events.

Failure to complete form, may negate the request. We take these forms on a first come first serve basis and try to accommodate all requests.

1. Appointments During Working Hours

In situations where medical and dental appointments during working hours **cannot** be avoided, employees are expected to arrange appointments to minimize the time away from work. Where time away from work **cannot** be avoided, employees will be granted time off with pay to attend appointments as outlined

2. Sick Leave Credits

Time off to attend appointments will be charged against the employee's sick leave credits. In cases where the employee has exhausted sick leave credits the employee may request leave without pay, or that vacation credits, be used.

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