

# INFOPERSONNEL

**BULLETIN – No. 323 JULY 2000**

**Subject: Management Leave Policy and Procedures for the LA group**

Attached you will find the amended Management Leave Policy and Procedures for the LA group in the Department of Justice.

The revision of this policy was conducted by the LA Compensation workgroup and was the subject of wide consultation. This final version has recently been endorsed by the Human Resources Committee and approved by the Deputy Minister.

The purpose of this policy is to promote and encourage the responsible, fair and consistent use of management leave and to specify the circumstances under which management leave ought to be granted. Managers will therefore be responsible for ensuring that all employees who are covered by this policy are considered for management leave in a fair and equitable manner.

Managers are reminded of their responsibility to approve and record all Management Leave in their units. Usage of Management Leave by unit will be monitored six months following the introduction of this policy, and at the end of each fiscal year thereafter. For those who have access, Management Leave is now included in the automated Leave Self-Service Application, under code 699 and the "Management Leave" checkbox. For employees still using Leave Application Forms, Code 699 "Other Leave with Pay" should be used with an annotation of "Management Leave".

Should you have any questions regarding this Policy please contact your Human Resource Advisor or your Regional Personnel Advisor.

ORIGINAL SIGNED BY  
SuzAnne Doré  
Director General, Human Resources Directorate

Attach.

**MANAGEMENT LEAVE POLICY  
LA GROUP - DEPARTMENT OF JUSTICE**

**Policy Objective**

To promote and encourage the responsible, fair and consistent use of management leave and to specify the circumstances under which management leave ought to be granted.

**Policy Statement**

Due to the nature of their work and the requirement to work irregular hours, employees in the LA group

are accorded some flexibility in arrival and departure times but are not entitled to payment for overtime work. However, they may be granted management leave in recognition of excessive hours of work and/or travel on a day of rest or on a holiday at the request of management.

Such leave is not an automatic entitlement and the amount of time granted is intended to be responsive to **excessive hours worked or travel on a day of rest or holiday**. Management leave must be approved by the authorized manager. The amount of management leave granted is at the discretion of the manager.

### **Flexible Work Arrangements**

The Department is committed to facilitating a balanced work and family life. While the workweek is normally Monday to Friday, some employees are required to report for duty on the weekend. If this is a recurring requirement, in lieu of granting management leave, managers are encouraged to substitute time in lieu during the week where circumstances allow.

### **Application**

This policy applies to LAs (levels LA-1 through LA-3C), in the Department of Justice.

### **Delegated Authority**

The individuals holding the following positions have the authority to grant management leave:

In the National Capital Region:

Deputy Minister, Associate Deputy Ministers, Assistant Deputy Attorneys General, Assistant Deputy Ministers, Chief General Counsel, Chief Legislative Counsel, Portfolio Heads and LA and EX managers reporting directly to them.

In the Regions:

Senior Regional Directors and LA managers reporting to them.

### **Accountability**

Managers are responsible for ensuring all employees are considered for management leave in a fair and equitable manner. Following the introduction of this policy, managers will be required to report on usage of management leave in their units after six months and at the end of each fiscal year thereafter.

## **MANAGEMENT LEAVE PROCEDURES LA GROUP - DEPARTMENT OF JUSTICE**

### **Guidelines**

Management leave may be authorized for situations where an employee works excessive hours in order to perform his or her duties or travels on a day of rest or holiday. Such leave is not an automatic entitlement and is not to be considered in the same manner as compensatory leave on an hour for hour

basis.

### **Administrative Procedures**

Any request for management leave must be substantiated by a written explanation of the circumstances that have led to the request.

Management leave must be recorded on a Leave Application and Absence Report and must be approved by an authorized manager.

Management leave must be taken within the fiscal year during which it is earned or, in the case of leave approved after January of any given fiscal year, within six months thereafter. Management leave **cannot** be converted to cash and therefore it is important that it is granted and utilized effectively.

There is no requirement for annual leave to be exhausted before management leave can be granted and/or utilized.

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