



Team Name: Human Resources	Reference Number: ORG.1510.PL.003
Team Lead: VP - Human Resources	Program Area: Human Resources
Approved by: VP - Human Resources	Policy Section: General
Issue Date: October 10, 2014	Subject: Discretionary Leave – Out of Scope Managers
Review Date:	
Revision Date: December 12, 2016	

POLICY SUBJECT:

Discretionary Leave – Out of Scope Managers

BOARD POLICY REFERENCE:

Executive Limitations (EL3) Treatment of Staff
 Executive Limitations (EL8) Compensation and Benefits

POLICY:

Southern Health-Santé Sud recognizes that providing continuing quality services may require additional hours of work which may exceed the regular hours of work for the position. Southern Health-Santé Sud further recognizes that this is an expectation of an employee who performs management functions primarily or who substantially controls their hours of work.

Areas Affected

This Policy and Procedure applies only to non-union/management positions that are overtime exempt based on Employment Standards. These positions are identified in Schedule A attached.

For positions that perform management functions primarily: This would include employees with the power to make a final decision on most issues using their own discretion and authority. For example, the hiring and termination of employees, decisions on how operating dollars are spent, the ability/flexibility to control their own hours would be considered as having substantial discretion and authority and would likely be deemed as performing management functions primarily.

PROCEDURE:

Incumbents hired into positions listed in Schedule A and those who received Discretionary Leave based on their letter of offer who may be expected to work in excess of regular hours will not normally be paid any additional overtime wages. They will, however, receive five (5) days vacation leave per year (pro-rated for those who are part-time based on EFT).

If an employee commences or resigns within the fiscal year the discretionary leave days will be pro-rated accordingly. For resignation, if the pro-rated number of days leave a positive balance this amount will be paid out on their final pay.

REFERENCES:

Employment Standard Code E110

Schedule A

- Non-union at Pay Band 7 and above.
- Support Service Managers below Pay Band 7 (Plant/Maintenance, Environmental Services, HIS, Dietary).
- EMS Managers and Supervisors.
- Financial Analysts.