



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

Mission Statement: As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Donna Drouillard	Report Date: May 27, 2024
Author's Phone: 519 736.0112 ext. 2242	Date to Council: June 10, 2024
Author's E-mail: ddrouillard@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amendments to the Leave of Absence Policy

1. RECOMMENDATION:

It is recommended that:

1. The amended Leave of Absence Policy **BE ADOPTED** in accordance with the report of May 27, 2024 entitled Amendments to the Leave of Absence Policy; and,
2. The following policy **BE RESCINDED**:
 - a. Leave of Absence (October 23, 2006)
 - b. Bereavement Leave (October 23, 2006)

2. BACKGROUND:

The Leave of Absence Policy of the Town of Amherstburg recognizes that employees will require time away from work to address personal circumstances and the corresponding commitment to provide employees with leave related entitlements which support employee's needs, encourage well-being and work-life balance.

The policy outlines the leave options available to employees, outlines the applicable circumstances employees can avail themselves of a leave of absence and provides information regarding how the leave of absence is to be administered.

The policy further ensures compliance with statutory obligations under the Employment Standards Act (ESA), 2000 and the Ontario Juries Act, R.S.O. 1990, c. J.3.

3. DISCUSSION:

The Town has instituted a policy program designed around a consistent five-year policy review schedule. These efforts are intended to prevent duplication, provide role clarity, ensure legislative compliance and bring forward the best practices in accountable, transparent, efficient and effective governance.

The Leave of Absence Policy was last updated in 2006, prior to the adoption of the current policy template and only included a small portion of the leave entitlements available to employees (Unpaid leave, Jury Leave and Personal Time). As part of the work to update the Town's policy portfolio, a review of various other policies was undertaken to discover opportunities to incorporate similar policy areas and topics under a broader and more inclusive policy document. The policy review also provided an opportunity to ensure existing policies reflected current legislative obligations and language as well as the incorporation of potential areas to reduce duplication. Administration was able to further reduce redundancies and create clarity through consolidation of the information in a central policy document that addresses the full scope of leave options available to employees.

4. RISK ANALYSIS:

There are no risks inherent in adopting the recommendations of this report.

5. FINANCIAL MATTERS:

There are no financial implications inherent in adopting the recommendations of this report.

6. CONSULTATIONS:

Valerie Critchley, Chief Administrative Officer
Senior Management Team
Kevin Fox, Municipal Clerk / Risk Manager
Karly Kennedy, Policy and Committee Coordinator
Sabrina Bilyk, Human Resources/Health and Safety Business Partner

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7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. ✓ Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. <input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

The amendments to the Leave of Absence Policy are recommended to consolidate all Town provided and legislatively available/required leaves types, in addition to bereavement leave, into a single policy document.



Donna Drouillard
Manager of Human Resources

Report Approval Details

Document Title:	Amendments to Leave of Absence Policy.docx
Attachments:	- 2024 05 21 - Leave of Absence -(Clean) FINAL DRAFT RM.pdf
Final Approval Date:	May 30, 2024

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox