

Title: **PERSONAL APPOINTMENTS DURING WORKING HOURS  
– SUPPORT STAFF**

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## PURPOSE

The purpose of this procedure is to provide guidelines to all support staff regarding personal appointments during working hours.

## PROCEDURES

1. Employees are expected to arrange personal appointments (such as medical, dental) so that they will not disrupt their regular work day. Personal appointments should be scheduled outside of work hours (before or after work or on weekends).
2. In extenuating/emergency circumstances if an appointment must be scheduled during an Employee's working hours,
  - Employees are encouraged to schedule them either first thing in the morning or near the end of the working day whenever possible.
  - Employees will not lose sick leave credits if they arrive within one hour of the start of their working day or leave within one hour of the end of their working day (granted a maximum of 3 times per year).
  - The principal may request proof of appointment time and location.
3. Employees must complete a staff absence form for pre-approval by the Principal. The form should indicate if there is a need to arrive late, leave early or need to be away for an extended amount of time during the day.
4. If an employee needs to be absent for more than one hour in either the morning or afternoon, there will be a half-day sick leave deduction.
5. When a leave has been granted, it is up to the employee to **arrange coverage for any assigned duties that will be missed** (i.e., bus duty), the employee must also indicate their arranged coverage on the absence form.