

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR3	Approval Date: Last Revision:
	Responsible Executive: <hr/> Signed:	
Title: <p style="text-align: center;">DRAFT- MEDICAL AND DENTAL LEAVE: CUPE 116</p>		

1. General

- Leave for Medical and Dental Appointments absence for medical and dental appointments totaling less than one-half (1/2) shift in any one (1) month shall not be deducted from sick leave.
- Where absence for medical and dental appointments exceeds one-half (1/2) shift in any one (1) month, a deduction shall be made from accumulated sick leave, except in the event of emergency treatment, all requests for leave of absence for medical or dental appointments shall be submitted at least five (5) working days in advance.
- Cases involving excessive use of medical or dental appointments may be referred to the Attendance Review Committee.

PROCEDURES

Approved:

Revised:

1. Employees requesting time off for Medical or Dental leave must complete and sign the Request Record for Leave form (PDF attachment located in Procedures)
2. Completed Request Record for Leave forms must be submitted to the employees direct Manager at least five (5) working days in advance of the employees medical/dental appointment (exceptions will be made in the case specialist appointments and emergencies).
3. Employees must also note:
 - It is extremely important that you accurately identify on the request form whether the medical or dental appointment is for a routine, specialist or emergency appointment. The University is required to abide by different requirements depending upon the type of appointment that an employee has scheduled.

- You must, in the case of a routine appointment, attempt to schedule your appointment outside of your regular hours of work. This requirement means that you must, when scheduling a routine appointment:
 - ask for an appointment time that falls outside of your regular working hours
 - if it is not possible to schedule an appointment outside of working hours on a particular date, ask whether other dates are available (including weekends);or
 - if no appointments are available outside of working hours on any date, ask for an appointment that falls near the beginning or the end of your regularly scheduled shift.
- 4. The Manager is to review the Request Record for Leave form and return to the employee within two (2) days of the forms submission either approving or denying the requested time off
- 5. Each “Request Record for Leave for Medical/Dental Appointments” form is to be considered on an individual basis and approval shall not be unreasonably withheld. The Management Supervisor may seek further information from the employee to clarify the information that is contained on the form.
- 6. If the request for leave is denied, the Manager is to provide a reason for denial on the Request Record for Leave form