

Policy Title: Directors Leave of Absence	Policy Number: P93
Policy Category: Personnel	
Approval Date: August 9, 2022	Policy Owner: Office of the Deputy CAO
Approved by: CVRD Board	File Reference: 0340-50

PREAMBLE

1. This policy provides CVRD Directors with the ability to undertake a paid personal leave for absences not addressed in the *Local Government Act*; namely, Parental Leave, or Compassionate Care / Caregiver Leave.

PRINCIPLES

2. Currently, Section 204(1) of the *Local Government Act* (LGA) provides as follows: If a board member is absent from board meetings for (a) A period of 60 consecutive days, or (b) 4 consecutive regularly scheduled board meetings, whichever is the longer time period, the board member is disqualified from holding office in accordance with subsection (3). Subsection (2) provides that disqualification under subsection (1) does not apply if (a) the absence is due to illness or injury, or (b) the absence is with the leave of the board.

The Directors Leave Policy acknowledges that a leave may be required by CVRD Directors outside of the scope of illness or injury addressed by the LGA. Specifically, this policy addresses absences for matters related to family care.

PURPOSE

3. The Comox Valley Regional District (CVRD) recognizes the various lived realities of individuals wishing to enter local public office. In an effort to support and encourage a diverse range of candidates to enter this field, and to address equity barriers, this policy provides elected officials with the ability to access a paid personal leave for a period up to 16 weeks, or until the end of the applicable board term, whichever occurs first, and which encompasses the following leave considerations:
 - Parental Leave
 - Compassionate Care / Caregiver Leave

SCOPE

4. This policy applies to all duly-appointed Comox Valley Regional District Directors.

DEFINITIONS

- Parental Leave: This leave is available to CVRD Directors, regardless of family status or gender, who are pregnant or have given birth or following the birth or adoption of a child.
- Compassionate Care / Caregiver Leave: This leave is available to CVRD Directors to provide compassionate care or caregiving support to someone who is considered to be family, under provincial legislation, who is critically ill or injured, or needing end-of-life care.

POLICY

5. To ensure that the CVRD may make any necessary accommodations, the respective CVRD Director may provide to the board and the Corporate Legislative Officer two weeks' notice advising of the personal leave prior to commencement of said leave, in writing.
6. The respective CVRD Director will continue to receive remuneration for up to 16 weeks while on said leave and will resume representing the CVRD on outside committees and organizations upon their return.
7. The respective CVRD Director, despite being on leave, may attend any board, committee, or commission meeting and maintains the right to participate as an active member of the board at any time during their leave, excluding any replacement appointments made to accommodate during said leave.

ROLES AND RESPONSIBILITIES

8. It is the responsibility of the CVRD Director to provide the required two weeks' notice to the board and the Corporate Legislative Officer advising of intention to take personal leave.

Effective Date

This procedure comes into effect on January 1, 2023

REVISION HISTORY

Approval Date	Approved By	Description of Change