


DEPARTMENT: Corporate Services	
	TOPIC: Changes to Personal and Family Day Accrual Cycle
REPORT PRESENTED BY: Reginald Hammond, Director of Corporate Services/CFO	

PURPOSE OF REQUEST

The purpose of this report is to formally request Council's approval to amend the current Personal Leave Policy, specifically the cycle of annual personal days and family days from the existing July-June schedule to a calendar year or fiscal year alignment. This change aims to enhance operational efficiency, streamline leave management processes and align entitlements with broader organizational practices.

BACKGROUND

Currently, the Personal Leave Policy runs on a July to June cycle. As our organization has grown, it has become increasingly apparent that aligning personal leave with the calendar year or fiscal year would promote greater consistency and efficiency.

In recent years, feedback from staff has highlighted that the mid-year renewal of personal leave can lead to confusion and misalignment with other organizational benefits, such as annual performance reviews.

REQUEST OF COUNCIL

Proposed Motion: That the annual personal days and family days leave cycle be changed from July-June to align with the calendar year, effective at the start of the next calendar year with a transition period from July to December 2025."

This motion seeks to facilitate a transition that will not only modernize our leave policy but also reflect our organization's commitment to meeting the evolving needs of our employees.

Benefits for this change include:

- *Alignment with organizational practices*
- *Improved Clarity for Employees*
- *Streamlined Administration*

APPENDICES

None