

County of Elgin

Human Resources Policy Manual

Code - A

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Section: **9**

Subject: **Other Leaves,
With or Without Pay**

Policy Number: **9.110**

Date Approved: **Oct. 1/87**

Date Last Revision: **Dec 13/07**

Leaves of absence not mentioned in this section or not covered by other County policy or Collective Agreements require the approval of the Department Head, in conjunction with the Director of Human Resources.

Note: Vacation and accrued time owing must be used prior to utilizing a personal leave of absence.