

MEDICAL AND DENTAL APPOINTMENTS

Policy E.3.G

Wherever possible, it is expected that employees will make personal medical and dental appointments outside of working hours and will use local medical and dental services whenever possible. However, the Board of Trustees recognizes that due to the isolated location of some schools and work sites, access to medical and dental services may be limited. In such cases, it is recognized that personal medical and dental appointments may require time away from work. The Board will, therefore, permit employees to be paid to attend medical and dental appointments in accordance with the attached regulations.

Adopted September 1, 2009		
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1. Appointments During Working Hours

- a. In situations where medical and dental appointments during working hours cannot be avoided, employees are expected to arrange appointments to minimize the time away from work. Where time away from work cannot be avoided, employees will be granted time off with pay to attend appointments as outlined in b. below.
- b. The distance to medical and dental services and modes of transportation will be taken into account when determining the amount of paid time away from school/work. The amount of paid time away will be as follows:

Method of Transportation

Motor Vehicle

Train and Airplane

Paid Sick Time

Minimum time required, a maximum of ½ day.

Minimum time required according to train and airplane schedules.

2. Sick Leave Credits

Time off to attend appointments will be charged against the employee's sick leave credits. In cases where the employee has exhausted sick leave credits, or the time away from work is greater than that provided for in the guidelines in 1b. above, the employee may request leave without pay, or that vacation credits, overtime credits, or personal leave be used.

3. Extenuating Circumstances

In extenuating circumstances, additional time may be granted at the discretion of the Principal/supervisor with approval from the Area Superintendent.

4. Specialist Appointments

Travel time associated with specialist appointments may be adjusted depending on the time and the location of the appointment.

5. Emergencies

This policy does not apply to medical and dental emergencies.

Adopted September 1, 2009		
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