

County of Elgin

Human Resources Policy Manual

Code - **A**

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Section: **9**

Subject: **Approval Procedure**

Policy Number: **9.40**

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The Director of Human Resources and the affected Department Head/Manager or designate, shall have the authority to grant leaves of absences.

Such leaves shall be in writing, but must be approved before the leave is taken.

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