

# Leave of Absence Policy for Members of City Council

## ISSUE

This report provides a policy entitled *Leaves of Absence for Members of City Council* for City Council's consideration in accordance with its instructions of August 30, 2021 and September 27, 2021.

## RECOMMENDATION

That City Council adopt the *Leaves of Absence for Members of City Council Policy* attached to this report as Appendix 1.

## BACKGROUND

At the [June 21, 2021](#), meeting of the Governance and Priorities Committee ("GPC") the Saskatoon Municipal Review Commission ("SMRC") tabled its report entitled "Leave of Absence Policy: A Report to the Governance and Priorities Committee of Council". GPC resolved as follows:

That the report of the Saskatoon Municipal Review Commission dated June 2, 2021, be received as information and referred to the Governance and Priorities Committee meeting with the corresponding Administrative report.

At its meeting held on [August 30, 2021](#), City Council considered a report of the City Solicitor entitled "Leave of Absence Policy" along with the report from the SMRC entitled "Leave of Absence Policy: A Report to the Governance and Priorities Committee of Council" and resolved as follows:

1. That maternity and parental leaves be made available to members of Council under a leave of absence policy to be adopted by Council;
2. That the leave of absence policy define the eligibility for maternity leave as a member of Council who is away from work because they are pregnant, have recently given birth, or are the primary caregiver of an adopted child and the eligibility for parental leave as a member of Council who is the parent of a newborn or newly adopted child;
3. That the leave of absence policy provide that members of Council should provide four weeks' written notice to the Mayor and the City Manager of their intention to take a maternity or parental leave and that the Mayor should provide four weeks' written notice to the City Manager of their intention to take a maternity or parental leave whenever possible;

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4. That the leave of absence policy provide for maternity leaves for a period of up to 18 weeks and that the leave will not extend beyond the member's term of office;
5. That the leave of absence policy provide for parental leave for a period of up to 26 weeks for members of Council who are the parents of a newborn or a newly adopted child, but are not eligible for a maternity leave, and that parental leave shall also be available to members who have taken a maternity leave, but the maximum duration of the combined leave shall be up to 26 weeks with the leave not to extend beyond the member's term of office;
6. That the leave of absence policy provide that the salary of members of Council continue to be paid while they are away on a maternity or parental leave;
7. That the leave of absence policy provide that the benefits of members of Council, including the Communications and Constituency Relations Account, shall continue while they are on leave;
8. That the leave of absence policy provide for sick leaves for a period of up to 26 weeks upon provision of a medical certificate from a qualified medical professional for members of Council;
9. That the leave of absence policy provide for a contingency fund that is available to provide support to members of Council during a leave period as outlined in this report; and
10. That the City Solicitor be instructed to draft a leave of absence policy in accordance with this report to be brought back to City Council for consideration.

At its meeting held on [September 27, 2021](#), City Council passed the following resolution:

That the leave of absence policy provide that each member of Council prepare a written plan setting out the details of how the member's duties will be covered during the leave and submit the plan to the Mayor and City Manager, in the case of members of Council, and, in the case of the Mayor, the City Manager for review and feedback.

### **DISCUSSION/ANALYSIS**

In accordance with City Council's instructions, we are pleased to provide the *Leaves of Absence for Members of City Council Policy*, which is attached to this report as Appendix 1, for City Council's consideration.

As instructed, the proposed policy provides for:

- Maternity and parental leaves for members of City Council;
- Medical leaves for members of City Council;

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- Written notice requirements for members of City Council to take a leave; and
- Financial and other supports for members of City Council during a leave to ensure the public continues to be represented.

In drafting the policy, we have considered the “Model for Maternity and Parental Leave for Members of Council” attached as Appendix 3 to the report of the SMRC. However, some adjustments were made to reflect the resolutions of City Council and to incorporate concepts from the policies of other municipalities that were attached to the report of the SMRC.

### **NEXT STEPS**

If the *Leaves of Absence for Members of City Council Policy* is adopted by City Council, the City Clerk’s Office would undertake the necessary steps for its implementation.

### **APPENDICES**

1. Draft *Leaves of Absence for Members of City Council Policy*

#### Report Approval

Written & Approved by: Cindy Yelland, City Solicitor  
Reviewed by: Adam Tittermore, City Clerk  
Jeff Jorgenson, City Manager

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