



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-017

Policy Title: Wellness Days

Policy Objective:

To purpose of this policy is to define Wellness Days and set guidelines

Authority:

Council Resolution #166/22

Dated: August 8, 2022

Policy:

This policy applies to all Management and Administrative employees. Wellness Days are an opportunity for staff to have a day off to recharge.

Reporting:

1. Employees are required to submit a request to their immediate supervisor a minimum of 72 hours in advance.
2. The R.M. of Meadow Lake #588 reserves the right to refuse or reschedule a requested Wellness Day.

Allotted Time:

1. 1 day per calendar month will be allotted for a Wellness Day starting the first month of work.
2. All employees will be expected to use their Wellness Day every month. Wellness Days will not be carried over or paid out.
3. Part time, temporary, or contract employees are not eligible for Wellness Days.