POLICY 8.19 – Health Care Appointments

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

1.00 UWO recognizes the need for employees to periodically visit health care practitioners as recognized by OHIP or UWO's Group Dental and Extended Health Insurance Plans. Whenever possible, employees will arrange medical and dental appointments at times outside of working hours. When this is not possible, employees shall arrange such appointments as near as possible to the beginning or end of their work day.

2.00 Employees must inform the Supervisor and/or Budget Unit Head (or designate) as far in advance as possible of any medical or dental appointment made during working hours. Under this Policy, such employees need not reveal the nature of the health care appointment.

3.00 An appointment for health care under this Policy will be considered a leave of absence with pay, unless such appointments become excessive, in which case the Supervisor and/or Budget Unit Head (or designate) may require the employee to make up the time.