

## City of St. John's Corporate and Operational Policy Manual

<b>Policy Title:</b> Canada Games 2025 Employee Volunteerism Policy	<b>Policy #:</b>
<b>Last Revision Date:</b>	<b>Policy Section:</b>
<b>Policy Sponsor: Leanne Piccott/Tanya Haywood</b>	

### 1. Policy Statement

The 2025 Canada Games will take place from August 8<sup>th</sup> – August 24<sup>th</sup>, 2025. There will be several challenges associated with the coordination of the Games, one of which will be the recruitment of approximately 5000 games time volunteers. This policy is to assist in volunteer recruitment efforts and to provide Department Managers with the necessary guidelines to assist in the provision of leave and special leave to City Employees volunteering for the Games.

### 2. Definitions

a) **“Minor Officials”** described as volunteers who are on the field of play during competition.

c) **“Games-time Volunteers”** City Employees who participate in support functions required to stage the Games.

### 3. Policy Requirements

**All permanent Employees of the City of St. John's who:**

Receive an official confirmation from the 2025 Canada Games Host Society to serve as an official or volunteer;

## 5. Responsibilities

### Leave for Games-time Volunteers and Minor Officials:

Employees will be required to commit to a minimum of thirty-two (32) hours of volunteer time as per the 2025 Host Society requirements to be an official volunteer. Employees will be eligible for the special leave with pay benefit for a maximum of 16 hours during the official Games time period.

Employees who volunteer a minimum of (16) hours per week of their own regular worktime in a games-time volunteer position or as a Minor Official will be granted special leave with pay for a maximum of eight (8) hours per week. For clarity, sixteen (16) hours is the maximum time an Employee will be granted special leave with pay for this type of volunteering over the two-week period of the 2025 Games.

### Conditions for Special Leave:

An Employee who wishes to request this special leave must submit an application using the attached form to their Department Manager following the annual leave submission deadlines and applicable collective agreement requirements. Late submissions will be reviewed on a case-by-case basis.

The City of St. John's may grant special leave with pay to Employees subject to operational requirements.

## 7. Approval

- Position Title of Policy Sponsor:
- Position Title of Policy Writer:
- Date of Approval from
  - Corporate Policy Committee:
  - Senior Executive Committee:
  - Committee of the Whole:
- Date of Approval from Council: