

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Leaves of Absence
APPROVED BY: Director, Human Resources

INDEX: HR-B-20
Effective Date: Feb 2019
Replaces Date: May 2016

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Scope

This policy applies to all employees and pertains to entitlements and obligations under both provincial and federal legislation for a variety of unpaid leaves. Regardless of provincial jurisdiction, the maximum coverage possible has been applied.

Before any non-legislated personal leaves of absence are granted, an employee must have exhausted all vacation leave or eligible paid-time off entitlement.

Policy

Most employees have the right to take up to 3 days of unpaid leave per year. This may be due to illness, injury, emergency or an urgent matter related to themselves or a family member.

In addition, ESA provides other options for leave depending on the situation. The chart below provides a high level overview. For additional details and eligibility criteria, **please contact or visit Service Canada 1 800-206-7218.**

UNPAID LEAVE TYPE	TENURE ELIGIBILITY	REQUIREMENTS	DURATION	APPLICABILITY
Personal/Family Responsibility	2 weeks	Evidence required	3 Days	Personal or family member
Family Medical Leave	NA	Medical certificate	8 weeks (concurrent & renewable)	Family member death expected within 26 weeks
Family Caregiver	NA	Medical Certificate	8 weeks/year (not concurrent)	Family member serious illness/condition
Critically Ill Child	6 months	Medical Certificate	37 weeks (concurrent & renewable)	Child under 18

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Procedure

1. To request any unpaid leave, the employee must notify his or her manager as early as possible, in writing preferably, unless there is a valid reason that such notice cannot be given.
2. In all cases of leave, reasonable proof of medical or criminal circumstances must be provided.
3. For the purposes of this policy, a "week" is defined as a period of seven consecutive days beginning on a Sunday and ending on a Saturday. All partial weeks taken count as full weeks for the purpose of calculating leave entitlement. "Week" is defined in this way to correspond with the beginning and end of the week set for EI entitlement purposes
4. Employees, who are enrolled in the benefit plan will have their benefits continue during the leave of absence, however will be required to repay the benefit premiums upon their return to work. The maximum period of time for which benefits may be continued is 12 months from the last day worked.
5. If a personal leave is granted, the employee must still be qualified to perform the duties required of his or her former position upon his or her return.