

Compassionate Care Leave

Policy No. 309

Policy Statement: Employees may request a leave of absence in order to provide compassionate care to a family member.

Procedure:

- a) Compassionate care leave is the provision of care to a gravely ill or dying spouse, child or parent, sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, foster parent, ward, guardian, or a gravely ill person who considers the employee to be like a family member, who has significant risk of death within twenty six (26) weeks. The leave is without pay.
- b) Application for Compassionate Care Leaves of Absence shall be made in writing to the Employee's immediate supervisor, and as early as possible. Applications shall indicate the anticipated date of commencement of such leave and the anticipated date of return. As such a leave of absence is unpaid, the employee should apply directly to the federal Employment Insurance Benefits program, as they may be eligible to receive up to six (6) weeks of benefits.
- c) Employees who do not wish to apply, or who are not eligible for benefits under the federal Employment Benefits Program, can request to take part or all of accrued vacation and/or banked overtime for the period of leave requested.
- d) An employee wishing to maintain and continue certain Employee Group Plan benefits and coverage, is to contact the person responsible for the administration of the Plan, and make arrangements for the pre-payment of 100% of the premium costs of the eligible benefit coverage for the period of the leave of absence in excess of one (1) month.