

# CCHRSC'S HR TOOLKIT



**TOOL:** Sample Leave Policies

**POSTED:** October 2012

## [INSERT YOUR ORGANIZATION'S NAME HERE] LEAVE POLICIES

### Sick Leave Policy

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or because of an accident for which compensation is not recoverable under any compensation or insurance plan or policy or from a legally responsible third party.

#### **Procedures:**

- Sick leave will be earned at the rate of one and one-half (1 ½) days for every month an employee is employed. A permanent employee who is absent from work on pregnancy leave, parental leave, EI approved sick leave or receiving LTD benefits will continue to earn sick leave days for one year, but is not entitled to use the accrued sick days during these leaves. Sick leave will be pro-rated for part-time employees in accordance with the number of days worked in a month or part thereof.
- The unused portion of an employee's sick leave will be accrued for her/his future benefits up to a maximum of 130 days.
- Deductions will be made from the accumulated sick leave banks for all normal working days (exclusive of holidays) when an employee is absent for sick leave.
- An employee may be required to produce a certificate from a medical practitioner for any illness or accident requiring an absence in excess of four (4) consecutive working days, certifying that she/he was unable to carry out her/his duties due to illness. In the event the illness exceeds three (3) weeks, a further medical certificate may be required.
- An employee with more than two (2) years of service who has exhausted his/her sick leave credits will be allowed an extension of his/her sick leave to a maximum of fifteen (15) working days. Upon return to work, the employee will repay the extension of sick leave in full at the rate of one-half of the monthly accumulation. In the event the employee terminates employment, the monies owing will be reimbursed to the Employer.

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No employee will have his/her services terminated by virtue of having exhausted her/his sick leave.

- Immediately after the close of each calendar year, the Employer will advise each employee in writing of the amount of sick leave accrued to her/his credit.

### **Bereavement Leave Policy**

Bereavement leave provides employees time to attend a funeral services, fulfil ceremonial obligations, and to mourn the loss of a loved one.

#### **Procedures:**

- a) An employee will be granted three (3) regularly scheduled consecutive work days of leave, without loss of pay or benefits, in the case of death of an immediate family member, former guardian, ward, fiancée, or any other relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. An employee may at her/his request use fewer than 3 days.\*
- b) Where an employee is required to travel a distance of over 200 km from her/his residence for the death of persons listed in paragraph (a) above, or to administer bereavement leave responsibilities, an employee may at her/his request use two additional days' leave for the purpose of travelling.
- c) In the event of death of a close friend or relative the employee shall be granted one (1) day of leave without loss of pay or benefits.

**\*Immediate family member defined:** parents, spouse, brothers, sisters, child, grandparents, mother-in-law, father-in-law, son-in-law, daughter-in-law (in-law family relationships shall include heterosexual, common-law and same sex spousal relationships), grandchild or anyone filling these roles in a step family relationship, or a relative of the employee who is dependent on the employee for care or assistance

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## **Special Leave Policy**

Special Leave is designed to enable employees to meet individual and family medical or legal appointments and attend to personal or family responsibilities that cannot be attended to outside of normal working hours.

### **Procedures:**

Employees will be allowed leave of absence with pay and benefits for the following leave circumstances:

- 1) once in any calendar year, for each of the following reasons:
  - o Serious fire or flood in the employee's household up to three (3) days
  - o Moving own household one (1) day  
To be taken within 5 working days before or after the actual moving day.
  - o Formal hearing to become a Canadian Citizen one (1) day
  - o Marriage Leave one (1) day
  
- b) Where no one other than the employee can provide for the needs during illness of an immediate member of his/her family, an employee will be entitled, after notifying his/her manager, for up to ten (10) days leave with pay, and without loss of benefits. This leave may be taken to allow the employee, or dependants, to attend appointments (doctor, dentist, lawyer). An employee requesting leave under this provision is encouraged to schedule the appointment to minimize or preclude time away from work, and will notify his/her supervisor of the appointment as far in advance as possible.
  
- c) Where no one other than the employee can provide for the care of their child when there is an unexpected and unplanned care breakdown (e.g. illness or incapacity of regular care-giver) an employee shall be entitled, after notifying his/her manager, for up to three (3) days per calendar year leave with pay, and without loss of benefits.

The total use of Special Leave (a, b and c) will not exceed ten days in any calendar year. This will be pro-rated for part-time employees in accordance with the number of days worked in a month or part thereof.

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