

6.L-2019: Compassion Leave

1. Overview

- 1.1 In very serious cases, an employee may be granted an unpaid, job protected, compassionate care leave to provide care and support to a gravely ill family member.

2. Eligibility

- 2.1 All full-time & part-time employees who have completed at least ninety (90) consecutive days of service with St. Mary's University and qualify for Compassionate Care Benefits under the Employment Insurance Act Program.

3. Guidelines & Procedures

- 3.1 For an employee to be eligible for unpaid leave beyond the three (3) paid Urgent Family Leave days, an employee will be granted a leave without pay from the University for the period of time approved by Employment Services.
- 3.2 For the purposes of this policy only, family member refers to: Spouse, adult interdependent partner or common-law partner; Children (and their partner/spouse); Current or former foster children (and their partner/spouse); Current or former wards; Parents, step-parents and/or current or former guardians (and their partner/spouse); Current or former foster parents; Siblings, half-siblings, step-siblings (and their partner/spouse); Grandchildren, step-grandchildren (and their partner/spouse); Grandparents, step-grandparents; aunts, uncles, step-aunts, step-uncles (and their partner/spouse); nieces, nephews (and their partner/spouse); A person the employee isn't related to but considers to be like a close relative; an employee's spouse/common-law/adult interdependent partner's Children (and their partner/spouse), Current or former wards, Parents, step-parents, foster parents, sibling, half-sibling, step-sibling, Grandparents, Grandchildren, aunts, uncles, and or nieces, nephews.
- 3.3 Employees will not accrue paid time off entitlements such as Vacation and/or Personal Days while on Approved Leave of Absence that extends longer than 30 days. However, employees are still eligible to take unpaid vacation equivalent to what they would have earned as an active working employee.
- 3.4 During this leave, the employee may maintain benefit coverage by paying 100% of the employee and employer premium costs for the benefits they choose to keep.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	September 2019	

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- 3.5 If an employee is on vacation at the time of leave, the employee shall be granted appropriate leave and be credited the appropriate number of vacation days.
- 3.6 This Leave must be taken on the employee's regular scheduled workday and throughout the calendar year. This Leave has no cash value, cannot be carried forward to subsequent years and is not paid out to the employee upon termination. Any and all time off in addition to this entitlement may be requested; however, the employee will need to be first using any Banked Time/Time In Lieu, Personal Days and/or Vacation entitlements prior to the absence being unpaid.

4. Reporting Process

- 4.1 Requests for compassionate care leave shall be submitted in writing to their Leader and Human Resources with a copy of the medical certificate and the approval letter from the Employment Insurance Act Program at least two (2) weeks prior to the date of commencement of the requested leave, unless circumstances necessitate a shorter notice period. Employees must ensure they record all absences in DayForce.
- 4.2 Employees must provide at least one week's written notice to return to work unless the employee and employer agree otherwise.
- 4.3 An employee who chooses not to return to work after the leave ends must give the employer at least 2 weeks' written notice.