

6.V-2019: Urgent Family Leave

1. Overview

- 1.1 In the event of a sudden or serious illness in an employee’s immediate family, an employee may be granted an Urgent Family leave with pay of up to a maximum of three (3) working days per year to make arrangements for or attend to the person who is ill.

2. Eligibility

- 2.1 All permanent salaried full-time & part-time employees are eligible for this paid leave. The leave with pay is pro-rated for part-time employees as per their regularly scheduled hours of work and casual employees are entitled to leave without pay.

3. Guidelines & Procedures

- 3.1 Leaves granted for urgent family reasons, shall be without loss of salary and benefits.
- 3.2 “Family Illness” is defined as illness or injury to a member of the employee’s immediate family that prevents the employee from attending work due to being the primary caregiver.
- 3.3 For the purpose of this policy, “Immediate Family” is defined as: the employee’s parents, sibling, spouse, domestic partner, child, child or parent of spouse/domestic partner or individual living within the employee’s home under the legal guardianship of the employee.
- 3.4 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.
- 3.5 This leave must be taken on the employee’s regularly scheduled workday and throughout the calendar year.
- 3.6 This Leave has no cash value, cannot be carried forward to subsequent years and are not paid out to the employee upon termination.
- 3.7 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 An employee unable to report to work, should notify their leader of their absence as soon as possible with as much advance notice as possible, and must ensure they record all absences in DayForce.

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