



Urgent Family Leave

1. Purpose

St. Mary's University ("the University") is committed to and recognizes that there may be need for an employee to be away in the event of a sudden or serious illness of an employee's immediate family. This policy provides the criteria and process for when an employee may be granted an Urgent Family leave with pay of up to a maximum of three (3) working days per year.

2. Scope

All permanent salaried full-time & part-time employees are eligible for up to three (3) paid working days per calendar year. The leave with pay is pro-rated for part-time employees as per their regularly scheduled hours of work, and casual employees are not entitled to leave without pay.

3. Definitions

- 3.1 Urgent Family Leave - Paid or unpaid leave granted to an employee to make arrangements for, or attend to, a sudden or serious illness or injury of an immediate family member.
- 3.2 Family Illness - An illness or injury affecting an immediate family member that requires the employee to be absent from work due to being the primary caregiver.
- 3.3 Immediate Family (for the purposes of this policy) - Parent or child (including those of a spouse or domestic partner), spouse or domestic partner, sibling, any individual living in the employee's home under the employee's legal guardianship.

4. Principles

- 4.1 The University values compassion and flexibility by supporting employees in situations of family urgency.
- 4.2 The University is committed to ensuring employees have access to group benefits without interruption and will ensure premiums are paid on behalf of the employee during this approved leave.

5. Related Policies

- 5.1 Urgent Family Leave Policy
- 5.2 Casual Illness (Sick Days)

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Human Resources	September 2019	February 23, 2026	Every 5 years

Appendix A: Procedures for Eligibility, Duration, Conditions During Leave, and Requesting Process

Procedures:

1. Eligibility & Duration:
 - 1.1. All permanent salaried full-time & part-time employees are eligible for up to three (3) paid working days per calendar year. The leave with pay is pro-rated for part-time employees as per their regularly scheduled hours of work and casual employees are not entitled to leave without pay.

2. Conditions During Leave:
 - 2.1. Leave may only be taken on the employee's regularly scheduled workdays within the calendar year.
 - 2.2. If an urgent family need arises during an employee's vacation, the employee may be granted urgent family leave and have the equivalent vacation time credited back.
 - 2.3. Leave cannot be carried forward, has no cash value, and is not paid out upon termination.
 - 2.4. Additional time beyond the three-day entitlement may be requested.
 - 2.5. Employees must first use any available Banked Time, Personal Days, or Vacation before an unpaid absence is approved.
 - 2.6. The employee's leader is responsible for reviewing absences in DayForce and ensuring compliance with this policy.

3. Request Process:
 - 3.1. Employees must notify their leader as soon as possible when they are unable to report to work.
 - 3.2. Employees must ensure that they record all absences in [DayForce](#).