



PROFESSIONAL CONSTRUCTORS

LEAVES OF ABSENCE

Purpose:

The purpose of this policy is to establish definitions for leaves of absence such as sick, pregnancy, parental, family responsibility, bereavement, compassionate care, jury duty and reservists; and to define guidelines and conditions under which employees can apply for such leaves. Acres is committed to being fair and understanding towards our employees during a leave of absence.

Scope:

This policy applies to all employees of Acres

Policy

Sick Leave

Employees are not entitled to compensation for absences due to sickness. Provided the employee informs their supervisor, such time will be considered an unpaid, authorized absence.

After three consecutive days of absence due to sickness, a doctor's certificate may be requested. Any fees associated to doctor's certificates will be the responsibility of the employee. Other instances include:

- When the absence immediately precedes or follows a long weekend or vacation or other break.
- When the employee displays chronic absenteeism or absenteeism of a suspicious nature.

Sick leave can be taken as leave without pay, or with the approval of your Supervisor/Manager as vacation time.

Medical Appointments

Employees are encouraged to book medical appointments outside of working hours however, in the event a medical appointment is not able to be booked outside of working hours, employees will be granted unpaid time away to attend to the medical appointment. Employees are encouraged to supply their Supervisors with 2 weeks' notice when possible.

Pregnancy Leave

A pregnant employee is entitled to up to 17 consecutive weeks of unpaid pregnancy leave. This leave may start no earlier than 11 weeks before the expected birth date, and must end no earlier than six weeks after the birth date unless the employee requests a shorter period.

If pregnancy leave is not requested until after the birth of a child or after termination of the pregnancy, the employee is entitled to up to six consecutive weeks of leave beginning on the date of birth or termination date.

An initial period of leave may be extended up to six consecutive weeks if an employee is unable to return to work for reasons relating to the birth or termination of a pregnancy.

A request to return from leave earlier than six weeks after the birth must be made in writing at least one week before the proposed return date.

An employer may require an employee to provide a doctor's certificate in support of a request for leave or a leave extension.

Parental leave for birth and adopting parents

A birth mother who takes pregnancy leave is entitled to 35 consecutive weeks of unpaid parental leave. A birth mother must begin her parental leave immediately after her pregnancy leave ends, unless she and the employer agree otherwise.

A birth mother who does not take pregnancy leave, a birth father, or an adopting parent is entitled to up to 37 consecutive weeks of unpaid parental leave. The leave can begin anytime within 52 weeks of the birth or placement of the child.

An initial period of parental leave may be extended up to five consecutive weeks if the child requires an additional period of parental care.

An employer may require an employee to provide a doctor's certificate or other evidence that the employee is entitled to the leave or leave extension.

Family responsibility leave

An employee is entitled to up to five days of unpaid leave in each employment year to meet responsibilities related to the care, health or education of any member of the employee's immediate family.*

"Employment year" means a year beginning on the date the employee commenced employment.

Family Responsibility Leave does not accumulate from year to year.

Bereavement leave

An employee is entitled to up to three days of unpaid leave on the death of a member of the employee's immediate family.* These days do not have to be consecutive, or start on the date of death.

**"Immediate family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.

Compassionate care leave

An employee can take up to eight weeks of unpaid leave within a 26 week period to care for or support a gravely ill family member.

The employee must obtain a medical certificate which states that the family member is gravely ill with a significant risk of death within 26 weeks.

"Family member" means someone who is:

- in relation to an employee: a member of an employee's immediate family*;
- an employee's step-sibling, aunt or uncle, niece or nephew;
- a current or former foster parent, foster child, ward or guardian; or
- the spouse of an employee's sibling or step-sibling, child or step-child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster child or guardian.
- in relation to an employee's spouse: a parent or step-parent, sibling or step-sibling, child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster parent, or

current or former ward; and

- anyone who is considered to be like a close relative regardless of whether or not they are related by blood, adoption, marriage or common law partnership.

Jury duty

An employee who is required to attend court as a juror is considered to be on unpaid leave for the period of the jury duty.

Reservists' leave

An employee who is a reservist is entitled to unpaid leave if the employee is deployed to a Canadian Forces operation outside Canada, is engaged in pre- or post-deployment activities either inside or outside Canada, or is deployed inside Canada to assist in dealing with an emergency or its aftermath.

An employee who is a reservist is entitled to 20 days unpaid leave in a calendar year if the employee is engaged in Canadian Forces training activities or travelling to or from training. If an employee participates in more than one training activity, the entitlement is 20 days in total.

The employee must give the employer four weeks' written notice of the date the leave will begin and end. However, in the case of a deployment, if the employee receives less than four weeks' notice, he or she must give the employer as much notice as is practicable.

If a deployment is extended, the employee must give the employer notice four weeks before the date the leave was to have ended, or as soon as practicable. If a training activity is extended, the employee must give the employer notice four weeks before the date the leave was to have ended.

If the employee proposes to return to work earlier than originally specified, the employee must give the employer at least one week's notice.

Request for Leave

Employees are encouraged to tell Human Resources the date they will be going on leave well in advance and to put it in writing to avoid misunderstandings.

Employment considered continuous

Excluding sick/medical leave, if an employee is on any of the leaves referred to above or is on jury duty, employment is considered continuous for the purposes of calculating annual vacation and termination entitlements, as well as for pension, medical or other plans of benefit to the employee.

With the exception of reservists' leave, an employer must continue to make payments to any such plans unless the employee chooses not to continue with his or her share of the cost of a plan.

The employee is entitled to all increases in wages and benefits that the employee would have received if not on leave.

Conditions of employment to remain the same during leave

An employer may not terminate an employee, or change a condition of employment, because of a leave or jury duty without the employee's written consent.

Return to work

When the leave or jury duty ends, an employee must be returned to his or her former position or to a comparable position. It is Human Resources responsibility to contact the employee to make arrangements for the employee's return to work.