

Family Related Leave

Reviewed Date		Number	HR0703
Revised Date	November 27, 2019	Approved Date	October 25, 1995

Introduction

The Board of Health believes in providing fair and equitable benefits to all its employees consistent with the health unit’s mandate to promote and protect public health in the community.

Purpose

The purpose of this policy is to assist staff in taking time off for family care recognizing the responsibility to both family and the job. This policy applies to all non-union employees of the health unit. This policy does not apply to unionized employees who will refer to their collective agreement regarding their entitlements to family related leave.

Legislative Authority

N/A

Policy Definitions and Interpretation

Family member for this policy is defined as an individual who relies on the employee for his/her care on a regular, ongoing basis. Family care is defined as illness, medical/dental care or providing or arranging personal care or emergency child care needs.

Policy

An employee who is entitled to sick leave is entitled to paid time off within defined parameters in order to provide care to a member of the employee's family. If an employee does not have sick leave available, short term disability is not an option.

The following alternatives may be considered to support employees in meeting family related care needs:

- Use of flextime and/or flex leave
- Use of accumulated compensating time
- Make up the time (to be approved by the Manager)
- Use of vacation
- Leave of absence without pay.

Procedures

The Employee will communicate the need for time off to the Manager or designate providing as much advance notice as possible. Options, not in any particular order, for time off to attend to family related care issues include:

a. Use of sick leave

- For full-time staff, this is a maximum of seven (7) days (49 hours) per year.
- For part-time staff, yearly maximums are: 49 hrs. x fte (rounded up to next full hour)
- Note that while this time is deducted from an employee's accumulated sick leave, it is not reflected as sick leave for Attendance Management purposes. If an employee does not have sick leave available, short term disability is not an option.
 - Use of flextime and/or flex leave
 - Use of accumulated compensating time
 - Make up the time (to be approved by the Manager)
 - Use of vacation
 - Leave of absence without pay.

Employee Responsibilities

1. Make arrangements in advance wherever possible when time away for family related care is needed. Consider all options for covering the time off.
2. Communicate with manager or designate, a plan for accomplishing work that was scheduled to occur during the hours that will be taken off. (e.g. rearrange meetings, renegotiate deadlines, reschedule work appointments)
3. Return to work as soon as possible after the care needs are met. (perhaps only an hour or half day is required)

Employer Responsibilities

1. Support flexibility in the scheduling of work to accommodate family related care needs.
2. Ensure the policy is applied consistently in its intent and expectations.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

December 10, 2003

September 2010 Policy re-numbered, previous number B5.070
November 27, 2019 Unionized employees clarification