

Family Related Leave

Reviewed Date		Number	<i>HR0703</i>
Revised Date	August 30, 2023	Approved Date	<i>October 25, 1995</i>

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 their care. Family care is defined as illness, medical/dental care or providing or arranging personal care or emergency childcare 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
- Request make up the time (to be approved by the Direct Supervisor)
- Use of vacation
- Apply for a Leave of absence without pay.

Procedures

The Employee will communicate the need for time off with as much advance notice as possible to the Direct Supervisor or designate including the reasons for the request so that the request may be properly considered. Options, not in any particular order, for time off to attend to family related care issues include:

a. Use of sick leave under this policy:

- For full-time staff, this is a maximum of seven (7) days (49 hours) per year.
- For part-time staff with benefits, 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.

b. Options when an employee has no sick leave available:

- Use of flextime and/or flex leave
- Use of accumulated compensating time
- Request make up the time (to be approved by the Direct Supervisor)
- Use of vacation
- Apply for a 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 including other family members sharing or attending to the required need before requesting paid leave.
2. Communicate with Direct Supervisor 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 especially when 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

- HR0601 Hours of Work
- HR0603 Flexible Working Hours
- HR0604 Flexible Working Hours Policy for Managerial Staff

- HR0704 Sick leave
- HR0709 Leave of Absence (Unpaid)

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

April 13, 2022, Direct Supervisor

August 30, 2023, amended Policy Definition