



Leaves Directive

Rationale

Leaves provide employees with the protection of their income that would otherwise be lost when an employee is not in attendance to perform their regular duties and when not covered by any other form of income loss protection such as weekly indemnity and long-term disability insurance, worker's compensation, and employment insurance.

Definitions

Bereavement is the state of suffering due to the death of a loved one.

A **loved one** is a family member, including a common law spouse, or close friend.

Employees are salaried employees of SAMU.

Illness is illness, injury, or quarantine restriction which prevents an employee from performing duties but does not include leaves of absence due to pregnancy or accidents covered under Worker's Compensation.

A **personal day** is a day taken off from work at the employee's discretion for a reason other than illness, to extend a vacation, or to extend a long weekend.

Sick leave is the period of time an employee is absent from work due to health-related concerns; attending any health-related appointments including medical, dental, eye appointments, etc; staying home due to child or dependent related illnesses or health related appointments; stress leave or mental health related concerns; or bereavement days due to the death of an immediate family member or close friend.

Regulations

1 Upon acceptance of an employee's resignation, the employee is ineligible for paid leaves, excluding Bereavement Leave, in the last ten business days of their employment.

1.1 Any work time taken off during the last ten business days of employment will be deducted from the employee's accrued vacation.

1.1.1 If accrued vacation time is insufficient to cover time off taken then the uncovered portion of the leave will be considered unpaid.

Sick Leave

2 Employees maintain regular pay for sick leave.

3 Sick leave entitlements are accrued at a rate of one and a quarter (1.25) days per month to a maximum of 40 days.



4 Employees begin earning sick leave days immediately upon hire and begin with a balance of 3 sick leave days.

5 Proof of illness may be required to substantiate any claim for sick leave beyond three continuous days. Such requests are made during the period of illness.

5.1 Costs incurred by the employee in providing proof of illness will be reimbursed by SAMU.

6 Sick leave must be taken in minimum 30-minute increments.

7 Sick leave for health-related appointments require prior authorization by the immediate supervisor.

8 Sick leave balances may not drop below negative 0.5 days at any time.

8.1 Employees that are at negative 0.5 days and need more sick time leave, may either draw from available Vacation Time, TOIL, and/or take the time off unpaid.

8.1.1 In the case of an employee requiring unpaid time off the employee's supervisor will notify their director and the director will record and inform Finance that a deduction of hours is to occur for the current pay period.

9 Employees are eligible to use two sick leave days as personal days per fiscal year.

9.1 Employees must accrue six sick leave days before being eligible to access personal days from their sick leave bank of days.

9.2 In the case of a predictable event requiring the use of a personal day, the employee must advise their immediate supervisor two days prior to the event. Exceptions can be made based on business need/requirement.

9.3 Personal Days must be taken in minimum 30-minute increments.

Bereavement Leave

10 Employees are granted up to five days, per twelve-month period, of paid bereavement leave. Bereaved employees may decide if they require less than five days.

11 Should employees require more than five days for bereavement, with the approval by the General Manager, they may draw from their banked sick leave, vacation entitlement, and/or accumulated TOIL hours. Should an employee have no vacation or sick time remaining they are entitled to up to three unpaid days.

12 The confidentiality of bereaved employees is respected.

13 The Supervisor consults with bereaved employees on what manner of official condolences is appropriate. If the supervisor is unable to consult with the employee, the General Manager will do so. The Supervisor will inform their Director and General Manager of the situation.



Birthday Leave

14 Employees and Part-time Staff will receive their birthday off with pay.

14.1 Staff members must record the leave in SAMU's HR software prior to taking the leave.

14.1 If a staff member's birthday falls on a weekend, or a day when the SAMU office is closed but staff are normally paid, the employee can take the day prior or the day after off with pay.

14.2 A staff member who is required to work on their birthday can request approval from their Director, or the General Manager, to schedule a different day off.

14.3 A staff member using a birthday leave must notify their supervisor at least five business days prior.

14.4 Part-time employees will be remunerated based on a 4-hour work day.



Fact Sheet

Approvals:

First Approval – February 12, 2024

Last Approval – July 9, 2024

Date of Last Review: July 9, 2024

Source and Updates:

February 12, 2024: *Leaves Directive* approved by Directives Group motion 2024-02-12-9. Source material taken from *Leaves Procedure*.

July 9, 2024: *Leaves Directive* approved by Directives Group motion 2024-07-09-1. Updates include minor wording changes and increasing sick leave accumulation from 1 day/month to 1.25 days/month while also beginning employment with a bank of 3 sick leave days.

Related Documents and Forms: