



## Leaves

### 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, short 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 full-time continuing employees of SAMU.

**Illness** is illness, injury, or quarantine restriction which prevents an employee from performing his or her 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 or vacation.

**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 day per month to a maximum of 24 days.

**4** Employees begin earning sick leave days immediately upon hire.



**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 one-hour increments.

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

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

**8.1** Employees must accrue three sick leave days before being eligible to access personal days from their sick leave bank of days.

**8.2** 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.

**8.3** Personal Days must be taken in minimum one-hour increments.

### **Bereavement Leave**

**9** 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.

**10** Should employees require more than five days for bereavement, with the approval by the General Manager, they may draw from their banked sick leave or vacation entitlements. Should an employee have no vacation or sick time remaining they are entitled to up to three unpaid days.

**11** The confidentiality of bereaved employees is respected.

**12** 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**

**13** Full-time and Part-time Employees will receive their birthday off with pay.

**12.1** If an employee'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.

**12.2** An employee who is required to work on their birthday can take the day prior or the day after off with pay.



**12.3** An employee using a birthday leave must notify their supervisor at least five business days prior.



## Fact Sheet

### Approvals:

First Approval – March 25, 2020

Last Approval – August 31, 2022

**Date of Last Review:** August 31, 2022

### Source and Updates:

March 25, 2020: *Leaves* approved by Executive Committee motion E2020-03-25-3 on the recommendation of the Procedure Sub-Committee. *Leaves* created by combining *Sick Leave* and *Bereavement* procedures, and adding the Birthday Leave section.

August 31, 2022: *Leaves* approved by Executive Committee motion E2022-08-31-1 on the recommendation of the Procedure Sub-Committee. Updates include stipulation that employees are not eligible to use Sick Leave or Birthday Leave during the last ten days of their employment, requiring supervisors to update their Director and General Manager when Bereavement Leave is taken, and clarifying that full-time and part-time employees are eligible for Birthday leave.

### Related Documents and Forms: