



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

Sick Leave

- 1 Employees maintain regular pay for sick leave.
- 2 Sick leave entitlements are accrued at a rate of one day per month to a maximum of 24 days.
- 3 Employees begin earning sick leave days immediately upon hire.
- 4 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.
 - 4.1 Costs incurred by the employee in providing proof of illness will be reimbursed by SAMU.
- 5 Sick leave must be taken in minimum one-hour increments.



6 Sick leave for health-related appointments require prior authorization by the immediate supervisor at least two business days in advance of the appointment.

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

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

7.2 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.

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

Bereavement Leave

8 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.

9 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.

10 The confidentiality of bereaved employees is respected.

11 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.

Birthday Leave

12 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 –

Review By: March 25, 2021

Source and Updates:

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

Related Documents: