POLICY 8.20 – Compassionate Leave

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

1.00 The University does not place any unreasonable limit on compassionate leave required of an employee when a death occurs in his/her immediate family. The Supervisor and/or Budget Unit Head (or designate) will determine the appropriate duration of the leave after consultation with the employee. Consideration of the need to make arrangements for and/or to attend the funeral or memorial service, will formulate the basis upon which the duration of the absence will be assessed. The Supervisor and/or Budget Unit Head (or designate) will determine the paid portion of such compassionate leave in his/her sole discretion.

2.00 For the purpose of this Policy, the immediate family shall mean the employee’s spouse (including common-law of the opposite or same sex), parent, step-parent, mother in-law, father in-law, grandparent, grandchild, brother, brother-in-law, sister, sister-in-law, son, son in-law, daughter, daughter-in-law or step-child.

3.00 The appropriate Supervisor and/or Budget Unit Head (or designate) may, in his/her discretion, allow other leaves of absence up to a maximum of three (3) working days with or without pay for other compassionate grounds such as to attend funerals of a friend or distant relative or to attend to urgent/critical health needs of the family.

4.00 Leaves for the care of sick children or relatives not covered in Clause 2.00 shall be without pay unless mutually agreeable arrangements are made for the employee to make up the time or utilize accrued vacation entitlement.

5.00 An employee should request a compassionate leave as soon as possible, as well as provide the basis for the request.