



## POLICY AND PROCEDURE MANUAL

**SECTION: Human Resources**

**POLICY: HR 11**

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### LEAVE OF ABSENCE

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#### **PREAMBLE**

Leaves of absence may be granted on scheduled workdays at the request of an employee to the Chief Executive Officer. Leaves of absence may be paid or unpaid. Bill 47, Making Ontario Open for Business Act, 2018 outlines that employers must annually provide 3 days unpaid Sick Leave, 3 days unpaid Family Responsibility Leave, and 2 days unpaid Bereavement Leave. Contact Brant follows legislative requirements including the Employment Standards Act for leaves of absence.

#### **POLICY**

Contact Brant provides a work environment for its employees which is based on fairness, equity and recognition of work/life balance and complies with legislative expectations for Leaves of Absence. Employees may apply for a leave of absence at any time.

#### **PROCEDURE**

- 1.0 Employees will direct their request for a personal leave of absence to their supervisor in writing. The Leave of Absence Policy, which addresses paid and unpaid leaves, is an additional option for employees than what is covered in other policies:
  - 1.1 Contact Brant's Sick Leave Policy addresses paid time for legitimate illness or non-work related injury, as well as unpaid extended sick leave.
  - 1.2 The Vacation and Holiday Policy provides paid leave that employees can request for any personal time off.
  - 1.3 Employees can also use any accrued Compensatory time for personal time off, as outlined in the Hours of Work Policy.

#### Bereavement Leave

- 2.0 Bereavement Leave will be granted with pay in the event of a death of an immediate family member. The amount of approved bereavement leave will depend upon the closeness of the relationship and the unique circumstances of the situation such as needing to make the funeral arrangements, out-of-town travel to attend the funeral. The maximum paid leave for bereavement will be based on the following:
  - Death of a child, spouse/partner, parent or sibling – up to 5 days
  - Death of a grandparent, aunt, uncle, cousin, or other relation or close relationship – up to 1 day.

- 2.1 The Total Hours in a workweek where Bereavement Leave is taken will not exceed 37.5 hours.

### Family Responsibility Leave

- 3.0 Up to 3 paid Family Responsibility Leave days may be granted in a fiscal year because of illness, injury, medical emergency or urgent matter relating to immediate family.

- 3.1 The Total Hours in a workweek where Family Responsibility Leave is taken will not exceed 37.5 hours.

### Other Leaves of Absence

- 4.0 Employees may request a leave of absence without pay as outlined in legislation. Other leaves of absence may include, but are not limited to, pregnancy leave, parental and/or adoption leave, family medical/family caregiver leave, organ donor leave, reservist leave, or jury duty.

- 4.1 *Jury Duty*: Contact Brant will grant a leave to employees for the duration of a jury summons.

An employee who is granted Jury Duty Leave may continue to receive pay for a maximum of 2 weeks, conditional on providing a copy of the jury summons to the Chief Executive Officer. If juror duties are not required, the employee is expected to return to work immediately if more than 3 hours remain in the employee's regular work shift. Where facilities exist and such activity is not prohibited by the Court during breaks or while waiting, the employee is expected to attempt to attend to job-related duties including checking and returning messages. Following 2 weeks of paid Jury Duty Leave, the employee will be granted a leave of absence without pay for the remainder of the jury summons.

The employee must keep the Chief Executive Officer informed regarding the expected return to work date throughout the court process.

- 4.2 *Summons as a Witness*: The Chief Executive Officer will grant an unpaid leave if an employee is required to attend court because they have been summoned as a witness; the employee can utilize accumulated compensatory hours or vacation time instead of an unpaid leave. Contact Brant may require a copy of the summons to be a witness.

- 4.3 *Plaintiff or Defendant*: If an employee is in court due to being a plaintiff or defendant, such attendance is a personal matter for which compensatory or vacation time must be used.

- 5.0 Any request for a personal leave for the purpose of working for another employer or serving a jail sentence will not be granted.