

Manual of Administration

TOPIC: Human Resources	SUBJECT: Compassionate Leave	Code: HR021
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POLICY INTERPRETATION OF COMPASSIONATE LEAVE:

1. The granting of Compassionate Leave is permissive and not binding on behalf of the agency. The Executive Director or a designate **MAY** grant such leave.

Requests for Compassionate Leave – must be made in writing, stating reasons for the leave and the severity of the illness of the specified immediate family stated. Approval for Compassionate Leave will be retroactive, and employees must be prepared to use vacation credits, float holidays, MCO days, or authorized accumulated overtime in the event that compassionate leave is not approved. Reasons for compassionate leave can be kept confidential by speaking in person or by phone to the Executive Director.

Definition of Severe Illness – To be considered serious, intervention from a physician must have been sought (intervention from a physician is not the sole determining factor when granting this leave). In most cases hospitalization of a family member may qualify for a serious and unplanned life threatening illness. The illness must be serious and/or critical in nature to qualify for compassionate leave.

2. **Maximum Length of Leave** – Compassionate Leave will not exceed eight (8) days in one fiscal year period, (being April 1 to March 31) and up to five (5) days per occasion, for full time and up to three (3) scheduled days per occurrence for Part Time with a maximum of five (5) days per year, as per the Collective Agreement.
3. Family leave is granted according to the Collective Agreement and is granted at the discretion of the manager. Request must include the type of appointment, appointment time and expected length.