



## HUMAN RESOURCES

<b>Subject</b>	<b>COMPASSIONATE CARE LEAVE</b>	
<b>Procedure Section</b>	<b>10 Leaves</b>	
<b>No.</b>	10.21	
<b>Exempt Employment Policy References</b>	Exempt Employees (All)	Section E.2.12 H (Compassionate Care Leave of Absence)
<b>Collective Agreement References</b>	FPSE Com. Agreement (Faculty) BCGEU Com. Agreement (Voc'l)	Article 7.8 (Compassionate Care Leave) Article 7.8 (Compassionate Care Leave)
<b>Forms &amp; Other Reference Material</b>	MyOkanagan > Employee > Administrative Functions > Employees (ELMS, Seniority, People Directory) > <u>My Leave Balances (ELMS)</u>  BC Employment Standards Act                      Section 52.1	
<b>Status of Approval</b>	Approved    17-Aug-2017	Denise Fallis

### PREAMBLE:

The relevant employment policy or collective agreement outlines compassionate care leave and benefit provisions. An employee can take up to eight (8) consecutive weeks of unpaid leave to care or provide support for a gravely ill family member. In order to be eligible for this leave, the employee must provide a medical certificate as proof that the ill family member needs care or support and is at risk of dying within twenty-six (26) weeks.

All employees are entitled to this unpaid leave. An employee does not have to work for a specified period to qualify for leave. Any employee on compassionate care leave is considered to be continuously employed for the purposes of benefits, wage increases, etc.

“Family member” is as defined by the *Employment Standards Act* and the *Compassionate Care Leave Regulation* or by the appropriate Collective Agreement.

### PROCESS:

1. The employee will advise their Supervisor of the request for compassionate care leave and enter their request in ELMS. While advance notice is appreciated, it is understood that such leave may be required on little to no notice.
2. The employee must provide a medical certificate as proof that the ill family member needs care or support and is at risk of dying within twenty-six (26) weeks. The compassionate care leave can commence prior to the medical certificate being provided but the employee must provide it as soon as it is reasonably possible to do so.
3. Upon approval in ELMS by the Supervisor, Human Resources will acknowledge the compassionate care leave in writing; the letter will advise the employee that this leave will have no impact on vacation, sick leave, benefits or eligibility for general wage increases.
4. The compassionate care leave will end on the earliest of the following:
  - The last day of the week in which the family member passes away
  - After the eight (8) week leave period is over

- Twenty-six weeks after the period begins. Even if the employee has not taken eight (8) weeks of leave, the College is not required to grant any more leave until the employee provides another medical certificate.
5. Should an employee require additional time to care for a gravely ill family member, additional leaves may be granted beyond the eight (8) week period. Such additional leave shall be treated as a general leave without pay.
  6. If the family member does not pass away within the twenty-six (26) week period, an employee may take a further leave after obtaining a new medical certificate stating that the family member has a serious medical condition with significant risk of death within twenty-six (26) weeks.
  7. If an employee chooses not to return to work, s/he must advise the Supervisor and Human Resources and make arrangements to reimburse the College for benefits paid (if applicable). The last day worked prior to the leave will be used for the purposes of calculating vacation, sick time, service etc.