

Policy:

The Village of Innisfree believes that it is necessary and advantageous to be able to grant leave to its Employees when certain circumstances occur, pursuant to the *Employment Standards Code & Labor Relations Code*.

Purpose

To establish how and when Specified Leaves are granted to Employees.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding Specified leaves.

1.0 Definitions:

- 1.1 **'CAO'** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **'Code'** means the *Employment Standards Code & Labor Relations Code*, as amended from time to time.
- 1.3 **'Full Time Employees'** means an employee working more than 30 hours a week.
- 1.3 **'Part Time Employees'** means an employee working less than 30 hours a week.
- 1.4 **'Temporary Employees'** means an employee working on a short-term contract, not permanent.

2.0 Responsibilities:

- 2.1 The CAO is responsible for ensuring awareness and compliance with this policy.

3.0 Compassionate Care Leave:

- 3.1 The Village recognizes that pursuant to the *Employment Standards Code* an Employee may be entitled to Compassionate Care Leave to give care or support to a seriously ill family member who is at risk of death.

4.0 Bereavement Leave: (Exceeds Legislation by 1 day)

- 4.1 All full-time Employees shall be granted a maximum of four (4) days **with** pay, upon approval of the CAO, upon the death of the Employee's spouse (including Common-Law), or any of the following relatives of an Employee or spouse: parents, guardian, parent-in-law, son, daughter, grandparent, grandchild, brother, sister, or the husband or wife of any of them.

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- 4.2 All full-time Employees shall be granted up to two days' travel time, **without** pay, upon approval of the CAO, to travel distances upon the death of the same noted in Clause 4.1 above.
 - 4.3 All full-time Employees may be granted time off **without** pay, upon the approval of the CAO, to attend the funeral of anyone other than those noted in Clause 4.1.
 - 4.4 Bereavement Leave may be granted more than once within a calendar year, upon approval of the CAO, provided that the total time taken, including travel time and Bereavement time does not exceed eight (8) days.
 - 4.5 The Employee on Bereavement Leave is considered to be continuously employed for the purposes of calculating vacation, termination, CRA Payroll deductions and municipal health insurance benefits.
 - 4.6 If an Employee decides to not return to work at the end of the Bereavement Leave, the Employee must provide the Village with two weeks' notice of the employee's decision.
 - 4.7 If the Employee fails to provide the Village with two weeks' notice of termination, then the Village can enact termination proceedings pursuant to the *Code*.

5.0 **Personal and Family Responsibility Leave**

- 5.1 The Village recognizes that pursuant to the *Employment Standards Code* an Employee is entitled to Personal and Family Responsibility Leave.

6.0 **Critical Illness of Child Leave**

- 6.1 The Village recognizes that pursuant to the *Employment Standards Code* an employee may be entitled to Critical Illness of Child Leave.

7.0 **Death or Disappearance of Child Leave**

- 7.1 The Village recognizes that pursuant to the *Employment Standards Code* an employee may be entitled to Death or Disappearance of Child Leave.

8.0 **Domestic Violence Leave**

- 8.1 The Village recognizes that pursuant to the *Employment Standards Code*, an employee may be entitled to Domestic Violence Leave.

9.0 **Citizenship Ceremony**

9.1 The Village recognizes that pursuant to the *Employment Standards Code* an employee may be entitled to leave to obtain a certificate of citizenship.

10.0 End of Procedure