

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 4.12.ON
Section:	Benefits	Issued:	Dec. 16, 2019
Subject:	FAMILY RESPONSIBILITY LEAVE	Effective:	Jan. 1, 2020
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Issued by:	Community Resource Centre	Issued:	

1 POLICY

- 1.01 An employee is entitled to family responsibility leave, without pay, to a maximum of **[three (3)]** days of leave each year because of the following reasons:
- (a) The illness, injury or medical emergency of a family member (see **Definitions** for a list of family members);
 - (b) An urgent matter that concerns a family member.
- 1.02 The number of days of a leave of absence, whether paid leave or unpaid leave, which are granted under this or any other policy because of the reasons outlined in paragraph 1.01 above, are included in the calculation used to determine whether the employee has reached the maximum of **[three (3)]** days of family responsibility leave each year.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to specify the reasons for which family responsibility leave will be granted and to establish uniform procedures for the administration of family responsibility leaves of absence.

3 SCOPE

- 3.01 This Statement of Policy and Procedures applies to all employees.

4 RESPONSIBILITY

- 4.01 An employee who wishes to take leave under this policy is responsible for advising his or her immediate supervisor in advance that he or she will be doing so. If the employee must begin the leave before advising the immediate supervisor, the employee must advise the immediate supervisor of the leave as soon as possible after beginning the leave.
- 4.02 Supervisors are responsible for determining an employee's entitlement to family responsibility leave, and for notifying Payroll of the starting and ending dates of family responsibility leave taken by any employee.
- 4.03 Payroll is responsible for accurately recording the total number of days of family responsibility leave taken by any employee each year. Additionally, Payroll is responsible for advising a supervisor whether or not an employee has any entitlement remaining for family responsibility leave under this policy.

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5 DEFINITIONS

- 5.01 “**Family member**”, includes:
- (a) The employee’s spouse.
 - (b) A parent, step-parent or foster parent of the employee or the employee’s spouse.
 - (c) A child, step-child or foster child of the employee or the employee’s spouse.
 - (d) A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee’s spouse.
 - (e) The spouse of a child of the employee.
 - (f) The employee’s sibling.
 - (g) A relative of the employee who is dependent on the employee for care or assistance.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act, 2000 (Ontario) and Regulations
SPP HR 4.04.ON — Personal Leave of Absence

7 PROCEDURE

- 7.01 If an employee takes any part of a day as leave under this policy, the employee will be deemed to have taken one (1) day’s leave on that day for the purpose of determining the maximum number of days of family responsibility leave to which the employee is entitled each year.
- 7.02 **Community Resource Centre** reserves the right to require an employee who takes leave under this policy to provide evidence reasonable in the circumstances that the employee is entitled to such leave.
- 7.03 During a family responsibility leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans unless the employee elects in writing not to do so, or the employee provides written notice that they do not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions prior to starting the leave or within two (2) weeks thereafter. If the employee notifies **Community Resource Centre** in writing of their intention to discontinue contributions during the leave period, benefits coverage will be discontinued during the leave.
- 7.04 Family responsibility leave taken is included in any calculation of an employee’s length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the probationary period.

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- 7.05 On expiry of family responsibility leave, an employee who returns to work shall be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of:
- (a) the rate the employee most recently earned; and
 - (b) the rate the employee would be earning had they worked throughout the leave.