

Corporate Policies

SECTION: LEAVE OF ABSENCE

SUBJECT: Emergency Leave of Absence - Under Review

POLICY/PROCEDURE NO. 9.8.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation shall provide employees with up to ten (10) days unpaid emergency leave per year in accordance with the Ontario *Employment Standards Act, 2000*.

PURPOSE:

The Corporation recognizes that, from time to time, employees may require a leave of absence to deal with illness, injury and other medical emergencies with respect to themselves and certain family members and urgent matters with respect to certain family members defined as:

- Spouse or same-sex partner
- Parent, step-parent or foster parent of the employee, spouse or same-sex partner
- Child, step-child or foster child of the employee, spouse or same-sex partner
- Grandparent, step-grandparent, grandchild or step-grandchild of the employee, spouse or same-sex partner
- Spouse or same-sex partner of an employee's child
- Sibling of an employee
- A dependent relative of an employee

SCOPE:

All employees who have completed their probationary period.

Employees should consult the Ontario *Employment Standards Act, 2000* for an explanation of the leave entitlement.

PROCEDURE:

1. An employee requiring an emergency leave must make every reasonable effort to inform their supervisor of their need to take such a leave.
2. A request for an emergency leave shall not be unreasonably withheld, however the supervisor may request that the employee provide proof as to the reason for the leave.

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3. An employee may request more than one emergency leave in a calendar year.
4. A request for an emergency leave may be for a duration of less than one day and shall not exceed ten days, in total, in any one calendar year. Partial days taken, as emergency leave, will be considered to be a full day taken.
5. Emergency leave is not in addition to paid leaves such as sick leave or bereavement leave. Sick days and bereavement days also count towards an employee's ten (10) day emergency leave maximum for a calendar year.

ACCOUNTABILITY:

The supervisor is accountable for adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Division