

## SOCIAL LEAVE

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**Effective Date:** November 12, 2003

**Originating Office:** Human Resources

**Supersedes /Amends:** April 22, 200

**Policy Number:** HR-13

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### SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### DEFINITION

For the purpose of this policy, the following definition applies:

“spouse” is defined as the person who:

- is married to the employee and cohabiting with him/her;
- has been living in a conjugal relationship with an employee for a period of not less than one (1) year;
- has been living in a conjugal relationship with an employee for a period of not less than one (1) year; if
  - at least one child is born, or to be born of their union; or
  - they have adopted, jointly, at least one child while living together in a conjugal relationship; or
  - one of them has adopted at least one child who is the child of the other, while living together in a conjugal relationship.

### POLICY

1. The University recognizes that situations may arise which require an employee to be absent from work. Taking into account the circumstances, the immediate supervisor may grant social leave in accordance with the following terms and conditions.

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### Bereavement - permanent employee

2. A permanent employee is entitled to the following bereavement leaves without loss of regular salary:
  - a. in the event of the death of a spouse or child, or a child of the spouse, the employee is entitled to five consecutive working days;
  - b. in the event of the death of a mother, a father or, mother or father of the spouse, a sister, a brother or, a brother or sister of the spouse, the employee is entitled to three consecutive working days;
  - c. in the event of the death of a daughter-in-law, a son-in-law, a grandparent or a grandchild, the employee is entitled to two consecutive working days;
  - d. in the event of the death of an aunt, an uncle, a niece or a nephew, the employee is entitled to one working day;
  - e. one additional day is granted when the employee has to travel more than 160 kilometers from his place of residence to attend the funeral.

### Bereavement - temporary employee

3. A temporary employee is entitled to the following bereavement leaves:
  - a. in the event of the death of a spouse or child, or a child of the spouse, of a mother, a father, a sister or a brother, the employee is entitled to a day off with pay. The employee may also be granted three (3) additional days off without pay in such a case.
  - b. in the event of the death of a daughter-in-law, a son-in-law, the mother or father, brother or sister of the spouse, a grandparent or a grandchild, the employee is entitled to one day off without pay.

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### Legal duties - permanent employee

4. An employee is granted paid leave if called upon to perform jury duty or to act as a witness in a legal proceeding in which he is not a party. The employee must provide the immediate supervisor with a copy of the summons or subpoena and remit to the University any pay received for the fulfillment of these duties. If such pay is greater than the regular salary, the difference is reimbursed to the employee.
5. If the presence of an employee is required in a civil, administrative or penal court, in a legal proceeding in which the employee is a party, the employee is entitled to make use of any accumulated vacation or overtime or he may apply for an unpaid leave. The employee must provide the immediate supervisor with a copy of the summons or subpoena.

### Legal duties - temporary employee

6. A temporary employee is granted leave without pay if called upon to perform jury duty or to act as a witness in a legal proceeding in which he is not a party. The employee must provide the immediate supervisor with a copy of the summons or subpoena.
7. If the presence of a temporary employee is required in a civil, administrative or penal court, in a legal proceeding in which the employee is a party, the employee is entitled to make use of any accumulated vacation or overtime or he may apply for an unpaid leave. The employee must provide the immediate supervisor with a copy of the summons or subpoena.

### Moving - permanent and temporary employees

8. An employee is entitled to one day of paid leave per fiscal year (June 1 to May 31) for the purpose of moving to a new permanent residence.

### Marriage - permanent employee

9. An employee who gets married is entitled to five working days of paid leave.

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10. An employee is entitled to a paid leave on the day of the wedding of his/her father, mother, son, daughter, brother, sister or child of the spouse.

### Marriage - temporary employee.

11. A temporary employee who gets married is entitled to a day off with pay.
12. A temporary employee is entitled to a day off without pay on the day of the wedding of his/her father, mother, son, daughter, brother, sister or child of the spouse.

### Serious Illness or Injury of a Close Relative

13. Leave without pay will be granted for a period of up to twelve (12) weeks when an employee's presence is required to attend to the serious illness or injury of a child, spouse, child of a spouse, parent, sibling or grandparent.
14. If the minor child of an employee has a potentially terminal illness as certified by a medical practitioner, the employee may be granted leave without pay for an additional period of time not exceeding ten (10) weeks following the first absence described in 13.

### PROCEDURE

15. When an employee is required to be absent from work for one of the reasons provided for under this policy, his immediate supervisor must be informed as soon as possible.
16. Proof or certification of the facts must be provided by an employee if required by the immediate supervisor.
17. Social leaves, with the exception of jury duty, are not granted if they coincide with vacation or any other leave provided for by University policy.