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LEAVE OF ABSENCE POLICY

Diocese of Nova Scotia & Prince Edward Island

Pertains to
**CLERGY DIOCESAN
STAFF**

Bereavement Leave

In the event of the death of an immediate family member, leave with pay will be granted by the supervisor, or in the case of clergy, the Bishop, for any working days that fall within the five day period immediately following the day of death. Immediate family is defined as spouse, parents, children, siblings and any other relative with whom the employee permanently resides.

Entitlement also includes:

- ~Leave with pay for the day of the funeral of family members not mentioned.
- ~One additional day's leave if required for travel time;
- ~Reasonable time off during office hours to attend the funerals of close friends and colleagues.

Compassionate Care Leave

In accordance with current Labour Standards, compassionate care leave is an unpaid, twenty-eight (28) week leave for employees who need to care a for seriously ill family member who has a high risk of dying within twenty-six (26) weeks.

To take compassionate care leave, employees must be employed for more than three months with the same employer. Also, they must give their employer as much notice as possible before taking the leave. An employer can ask an employee to provide a medical certificate, from a medical doctor, stating that the employee's family member is seriously ill. The leave can be broken up into separate periods of no less than one-week blocks.

Employees who take a compassionate care leave may qualify for a twenty-six (26) week compassionate care leave benefit under the federal government's Employment Insurance program."

In accordance with current Labour Standards, during compassionate care leave, an employer must let the employee keep up any benefit plans to which the employee belongs at the employee's own expense. If this option to keep up the benefits has an expiry date, the employer must give 10 days' written notice before the option to keep up the benefits is no longer in effect. An employee who returns from compassionate care leave must be accepted back into the same position or a comparable one with no loss of seniority or benefits.

Other Leaves of Absence

It is understood that unforeseen situations may arise that require a person to be absent from work. If all reasonable efforts have been made to avoid such absences then every effort will be made to accommodate requests for time off.

Such emergency situations could be;

- ~Illness of a dependant which interferes with established care arrangements.
- ~Sudden breakdown of established care giving arrangements.
- ~A dependant's medical appointment where attendance is considered essential.
- ~Serious illness of immediate family members
- ~Accidents, fires and floods

It is assumed that obligations arising from such situations/appointments will be shared with spouses and other care givers. It is expected that time off will be of short duration (1 to 3 days). Requests for absences in excess of 5 business days will be reviewed on an individual basis and normally would be without pay.

Continuing Education Plan

The Diocese is a participant of the Continuing Education Plan of The National Church of Canada.

See Canon XII, page 2 & 3 and The Regulations pages 4 through 6.