

Personnel and Employee Relations 7502 Leaves of Absence: Extended Compassionate Care Leave	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Local Collective Bargaining Agreements Service Canada Employment Insurance Act – Supplements to Compassionate Care Benefits Policy 12 – Role of the Director
	Status:	Operational

Preamble

A leave of absence for compassionate care is presently granted in accordance with existing Board policy, administrative application, or as provided in contractual agreements in effect at the time of leave. Extended compassionate care leave is a request from an employee to take additional time off work to provide care or support for a close family member who has a significant risk of death.

The *Service Canada Employment Insurance Act* advised that an employer has an obligation to grant this leave up to sixteen (16) weeks, without loss of job or seniority.

The *Service Canada Employment Insurance Act* under their qualification criteria governs the granting of extended compassionate care benefits. The employer grants the leave, Employment Insurance pays the benefits.

Application

1. Human Resource Services

Inform Human Resource Services at the earliest opportunity of the reason for absence, the member of the family involved, and the number of days/weeks requested.

2. Teaching Staff and Educational Support Professionals

Once a written request has been submitted to the Superintendent or designate of Human Resource Services and reviewed the following will take place:

- a. Employees will be advised of the process for applying for benefits under *Service Canada – Employment Insurance Act*. Leave without pay will be granted for a maximum period of 26 weeks.
- b. Leave with pay may be granted for two (2) weeks (refer to #4 below).

3. C.U.P.E.

- a. Immediately inform the Human Resource Services Superintendent or designate of the reason for absence, the family member involved, and the number of days/weeks requested.
- b. Submit your written requests to the Human Resource Services Superintendent or designate.
- c. Once the request is received in Human Resource Services the following will apply:
 - i. Employees will be advised of the process for applying for benefits under Service Canada – *Employment Insurance Act*. Leave without pay will be granted for a maximum period of 26 weeks.
 - ii. Leave with pay may be granted for two (2) weeks (refer #4 below).

4. Note:

- a. This leave and applicable benefits apply to all employees requesting a leave of absence to care for a family member who is gravely ill.
- b. If the request for compassionate care leave of absence is for a family member who is terminally ill, an immediate request will be issued to the Board recommending an approval for leave with pay for a period of ten (10) working days (five (5) days of compassionate leave as per collective agreements, five (5) days extended as per Board approval). Again, this leave is not in addition to the benefits presently granted under local collective agreements but is inclusive of those up to a maximum of ten (10) working days.
- c. If an employee has completed at least 600 hours of insurable employment, submitted the required medical certificate, and served the two-week waiting period, the 26-week benefit period may be permitted to the employee, pending the discretion of Service Canada.
- d. The Government of Canada's Employment Insurance plan for extended compassionate care leave covers the employee for up to 26 weeks. If an employee desires, they can share their compassionate leave with another family member for a combined total of six (6) weeks.