

## Ingersoll Support Services Inc.

<b>Policy: Personal Emergency Leave</b>	<b>Policy # HR 15a</b> Section: Human Resources
<b>Reviewed and Effective:</b> December 28 2017 <b>Date of Origin:</b> December 28 2017	<b>Ministry Requirement – ESA</b>
<i>As per Employment Standards, all employees are entitled to 10 days of Personal Emergency Leave per calendar year. All employees, after being employed for one week or longer, will be entitled to the first 2 days of these days paid. Upon successful completion of the probationary period, all employees with a full-time contract will be entitled to a total of 48 hours of paid leave.</i>	

### **Procedure:**

1. An employee is entitled to personal emergency leave because of any of the following:
  - A personal illness, injury or medical emergency;
  - The death, illness, injury or medical emergency of an individual described at the end of this policy\*;
  - An urgent matter that concerns an individual described at the end of this policy\*.
2. Personal emergency leave entitlements will be credited on January 1 of each year and will not be carried over from the previous year.

### **Applicable to All Employees**

1. All employees, after being employed for one week or longer, will be entitled to 2 days of paid personal emergency leave. The employee is entitled to the total number of hours they would have earned had they not taken the leave. If either of these two days are taken only in part (i.e. 4 hours of an 8 hour shift), the employee will be deemed to have taken one full day of leave.
2. The two paid days of leave must be taken first in the calendar year before any of the unpaid days can be taken.

3. The Team Supervisor and/or Manager may require an employee who takes leave to provide evidence reasonable in the circumstances that the employee is entitled to the leave. However, a certificate from a qualified health practitioner will not be required.
4. The use of personal emergency leave will be recorded and maintained by the Finance Department of the organization.

### **Applicable to Full-time Employees**

1. Employees with a full-time contract will be entitled to a total of 48 hours of paid personal emergency leave per calendar year.
2. The first 2 days on which leave is taken will be deemed as the 2 paid personal emergency leave days required by legislation. The hours used on these first 2 days will be deducted from the total 48 hours of entitlement.

#### *\*Individuals referred to in this policy:*

- *The employee's spouse;*
- *A parent, step-parent or foster parent of the employee or the employee's spouse;*
- *A child, stepchild or foster child of the employee or the employee's spouse;*
- *A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse;*
- *The spouse of a child of the employee;*
- *The employee's brother or sister;*
- *A relative of the employee who is dependent on the employee for care or assistance.*