

Ingersoll Support Services Inc.

Policy: Leave of Absence & Personal Time Off	Policy # HR 15 Section: Human Resources
Reviewed and Effective: March 22 2019 Revision Date: May 2012, January 1 2019 Date of Origin: March 19 2009	Ministry Requirement –
<p><i>At minimum, Ingersoll Support Services will provide for all protected leaves as outlined in the Employment Standards Act. In addition, Ingersoll Support Services will also provide for the following types of leaves: Education Leave, Special Leave and Personal Time Off (PTO). Ingersoll Support Services is committed to providing a work-life balance for its employees and understands that situations can and will arise that call for immediate, emergency leave. This policy covers instances where employees may need to take planned/unplanned leave of absence in order to attend to situations that directly affect themselves, their families or their dependents.</i></p>	

Procedure:

Section I - Employer-Provided Leaves of Absence:

In addition to the protected leaves mentioned below, Ingersoll Support Services provides the following types of leaves to its employees:

- A. Personal Time Off (PTO)
- B. Education Leave
- C. Special Leave

A. Personal Time Off (PTO)

Entitlement:

1. Personal Time Off (PTO) is an additional benefit that Ingersoll Support Services offers that is separate from any legal entitlement to leave under the *Employment*

Standards Act. Employees will be entitled to up to 48 hours of paid PTO per fiscal year (April 1 - March 31).

- a. Employees under a full-time contract will be entitled to a maximum of 48 hours of PTO per fiscal year. The full 48 hours will be available to these employees as of the first day of the year.
 - b. Relief / Part-time employees will accrue PTO on a bi-weekly basis. The accrual will be based on hours worked multiplied by a standardizing factor and can build up to a maximum of 48 hours per fiscal year.
 - i. 'Hours worked' refers to wake, sleep and overtime hours.
 - ii. Relief / Part-time employees must earn PTO prior to its use.
2. Unused PTO will not carry over to the following year. At March 31st of each year, unused PTO will be paid out at a rate of \$20.00 per 8 unused hours.

Eligibility:

1. Personal Time Off may be used under the following circumstances:
 - An employee suffers a personal illness or injury
 - An employee must attend a medical appointment
 - An employee's family member suffers a personal illness or injury and the employee is providing care for the injured or ill family member
 - An employee's family member must attend a medical appointment and the employee is responsible for ensuring the family member can attend their medical appointment
 - An employee must respond to an emergency or other urgent matter

Call-In Procedure:

1. Employees are required to notify their work location of their intention to take Personal Time Off. If possible, the employee taking the personal time is responsible for finding shift coverage. If the employee is unable to do so, the employee(s) currently on shift will be tasked with finding coverage.
2. Notification of the intention to take Personal Time Off must be provided as soon as is reasonably possible, but not less than 30 minutes before the start of the employee's scheduled shift.
3. Management may at its sole discretion approve or deny an employee's request to use Personal Time Off.

Evidence:

1. Ingersoll Support Services may require that an employee who takes Personal Time Off provide evidence that is reasonable under the circumstances of the reason for which they are taking the time.
2. Failure by an employee to provide appropriate evidence related to the use of Personal Time Off when requested by management may result in disciplinary action.

B. Education Leave

1. Unpaid Education Leave of up to one week (5 days) may be granted once in each calendar year.
2. Education Leave may be requested for attendance at an academic training course or conference relevant to the employee's work situation and career development plan.
3. The employee must put the request in writing, four weeks in advance and submit it to their immediate supervisor for approval.
4. Proof of attendance must be provided to the employer upon conclusion of the leave.

C. Special Leave

1. Employees who have completed one year of continuous employment with Ingersoll Support Services may apply for a leave of absence without pay for up to three months.
2. A written request for the leave indicating the reasons for the leave must be submitted to the immediate supervisor two months in advance.
3. The supervisor and the Executive Director or designate will approve or reject the request.
4. The decision of the Executive Director or designate is final and will be delivered in writing to the employee requesting the leave.
5. An employee's rate of pay and length of service will not change during the leave.
6. Vacation and sick credits will be adjusted accordingly.

Section II - Protected Leaves under the Employment Standards Act:

- Sick Leave
- Family Responsibility Leave

- Bereavement Leave
- Pregnancy Leave
- Parental Leave
- Family Caregiver Leave
- Family Medical Leave
- Emergency Leave, Declared Emergencies
- Reservists Leave
- Jury Leave
- Organ Donor Leave
- Critical Illness Leave
- Child Death Leave
- Crime-Related Child Disappearance Leave
- Domestic or Sexual Violence Leave

The information provided below provides a brief summary of the protected leaves provided through the Employment Standards Act. More information can be found online, or from your Manager.

A. Sick Leave

1. The Employment Standards Act provides for 3 unpaid days of Sick Leave per calendar year, following two consecutive weeks of employment. These days will not be charged against employer-provided sick time (see above, under Personal Time Off).

B. Family Responsibility Leave

1. The Employment Standards Act provides for 3 unpaid days of Family Responsibility Leave per calendar year, following two consecutive weeks of employment. These days will not be charged against employer-provided sick time (see above, under Personal Time Off).
2. For the purposes of this leave, a family member includes:
 - a. The employee's spouse;
 - b. A parent, step-parent, or foster parent of the employee or the employee's spouse;
 - c. A child, step-child, or foster child of the employee or the employee's spouse;
 - d. A grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse;
 - e. The spouse of a child of the employee;
 - f. The employee's brother or sister;
 - g. A relative of the employee who is dependent on the employee for care or assistance; or

- h. Any individual prescribed as a family member for the purpose of this section.

C. Bereavement Leave

1. The Employment Standards Act provides for 2 unpaid days of Bereavement Leave per calendar year, following two consecutive weeks of employment. Ingersoll Support Services provides a greater benefit according to the following:
 - Bereavement Leave with pay may be granted at the employee's request by their immediate supervisor for up to three days (up to 24 hours based on actual scheduled hours), upon the death of an immediate family member, as defined below
 - There is no limit to the number of times Bereavement Leave may be taken within a year's time
 - Bereavement Leave will not be charged against any vacation or employer-provided sick time (see above, under Personal Time Off).
2. For the purposes of this leave, a family member includes:
 - The employee's spouse;
 - A parent, step-parent, or foster parent of the employee or the employee's spouse;
 - A child, step-child, 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; or
 - Any individual prescribed as a family member for the purpose of this section.

D. Pregnancy and Parental Leave

1. Pregnancy and Parental Leaves will be provided as outlined in the *Employment Standards Act of Ontario*.
2. Pregnancy and Parental Leaves are provided to permit employees of Ingersoll Support Services to have authorized time off that coincides with the birth or adoption of a child. The leaves have been designed to allow employees to recover from childbirth, bond with, and care for their newborn or adopted children, without fear of a negative impact on their employment status or opportunities.
3. The tentative date of the end of leave will be based on the identified start date of the leave.

E. Family Caregiver Leave

1. Family Caregiver Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. All employees, regardless of their length of service with Ingersoll Support Services, are entitled to eight (8) weeks of unpaid job protected leave per calendar year for family caregiver leave.
3. The employee can take the time for the family members described below in order to care for or support a family member if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition. A serious medical condition may include a condition that is chronic or episodic.
4. For the purposes of this leave, a family member includes:
 - The employee's spouse;
 - A parent, step-parent, or foster parent of the employee or the employee's spouse;
 - A child, step-child, 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; or
 - Any individual prescribed as a family member for the purpose of this section.

F. Family Medical Leave

1. Family Medical Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. Family medical leave is unpaid, job-protected time off work for up to twenty eight (28) weeks. This leave is provided to enable employees who have a family member (or people the employee considers to be like family members) with a serious risk of passing away within a period of twenty six (26) weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.
3. The twenty eight (28) weeks of a family medical leave do not have to be taken at the same time. Employees must inform their Manager prior to the start of the leave, as soon as they are aware of the need.

G. Declared Emergency Leave

1. Declared Emergency Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. Declared emergency leave is a leave of absence without pay for employees who will not be performing their job duties because of an emergency declared under the *Emergency Management and Civil Protection Act*.
3. The leave shall end on the day the emergency is terminated or disallowed.

H. Reservist Leave

1. Employees who are military reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled under the ESA to unpaid leave for the time necessary to engage in that operation.
2. In order to be eligible for reservist leave, the employee must have worked for Ingersoll Support Services for at least six (6) consecutive months.

I. Jury Duty and Crown Witness Leave

1. Ingersoll Support Services recognizes and respects the need for employees to complete jury duty, and will make accommodations for employees who have been selected to participate on a jury.

J. Organ Donor Leave

1. Organ Donor Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. Employees who have been continuously employed by Ingersoll Support Services for thirteen (13) weeks are entitled to take unpaid, job-protected leave from work for the purposes of organ donation.

K. Critical Illness Leave

1. Critical Illness Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. All employees employed with Ingersoll Support Services for at least six consecutive months are entitled to up to 37 weeks of unpaid job-protected leave to provide care or support to a critically ill minor child (as certified by a qualified health practitioner). A "critically ill minor child" refers to a minor child whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.
3. All employees employed with Ingersoll Support Services for at least six consecutive

months are entitled to up to 17 weeks of unpaid job-protected leave to provide care or support to a critically ill adult (must have been certified by a qualified health practitioner).

4. For the purpose of this leave, a minor child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee and under the age of 18. An adult refers to an individual 18 years of age or older. The leave is restricted to instances where family members of the employee as defined by the act are critically ill.

L. Child Death Leave

1. Child Death Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. All employees employed with Ingersoll Support Services for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child dies. Employees may take their leave only during the 105-week period that begins in the week the child dies.
3. For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee, and is under 18 years of age.

M. Crime-Related Child Disappearance Leave

1. Crime-Related Child Disappearance Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. All employees employed with Ingersoll Support Services for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child disappears and it is probable considering the circumstances that the child disappeared as the result of a crime.
3. For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee, and is under 18 years of age.

N. Domestic or Sexual Violence Leave

1. Domestic or Sexual Violence Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. All employees employed with Ingersoll Support Services for at least 13 consecutive weeks are entitled to up to 10 days and up to 15 weeks of protected leave if an employee or a child of an employee experiences domestic or sexual violence, or the threat of domestic or sexual violence. If an employee takes any part of a day as leave, Ingersoll Support Services may consider the employee to have taken one full day of leave. If an employee has taken part of a week as leave, Ingersoll Support

Services may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to take the first five days as paid days of leave. The balance of the employee's entitlement are unpaid days. Ingersoll Support Services will pay the first five days of domestic or sexual violence leave at the amount prescribed by legislation.

3. For the purpose of this leave, a child includes a child, step-child, foster child, or child who is under the legal guardianship of the employee, and is under 18 years of age.