

Ingersoll Support Services Inc.

Policy: Leave of Absence

Approved by the Board of Directors: *March 19 2009*
Procedure Revision: *May 2012*
Review Date: September 26 2017

Policy # HR 15
Section: Human Resources

Ministry requirement - no

Ingersoll Support Services will provide for the following types of leave: Compassionate Leave, Maternity Leave, Adoption Leave, Paternity Leave, Education Leave, Special Leave and Jury Duty or Subpoena to Court.

Procedure:

Compassionate Leave:

1. Compassionate 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.
2. Compassionate leave will not be charged against any vacation or sick leave credits.

Maternity Leave, Adoption Leave, Paternity Leave

1. Maternity Leave will be provided as outlined in the *Employment Standards Act of Ontario*.
2. The tentative date of the end of leave will be based on the identified start date of the leave.

Education Leave

1. Unpaid Education leave of up to one week (5days) 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 the immediate supervisor for approval.
4. Proof of attendance must be provided to the employer upon conclusion of the leave.

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 supervisor two months in advance.
3. The supervisor and the Executive Director or designate will approve or reject the request.
4. The decision of Executive Director 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.

Jury Duty and Crown Witness Leave

An employee required to serve as a juror, or to attend a jury panel, or who has been subpoenaed to give evidence as a Crown witness, will be granted leave with pay for the required absence with the following conditions:

1. The employee must provide a copy of the documentation that requests their presence in court.
2. Employee entitlement to wages will be equivalent to their usual work hours up to a maximum of 8 hours per day.
3. Leave with pay is granted with the provision that all money received by the employee from the crown to attend court will be turned over to Ingersoll Support Services. Monies received from the Crown for travelling and out of pocket expenses are an exception.

Emergency Leave

In keeping with the Employment Standards Act, an employee is entitled to a leave of absence up to 80 hours without pay because of any of the following:

1. A personal illness, injury or medical emergency.
2. The death, illness, injury or medical emergency of an immediate family member.
3. An urgent matter that concerns an immediate family member.

****An immediate family member can be described as:***

1. *The employee's spouse, common law partner, including same-sex spouse or common law partner.*
2. *A parent, stepparent or foster parent of the employee, their spouse, common law partner, including same-sex spouse or common law partner.*

3. *A child, stepchild or foster child of the employee, their spouse, common law partner, including same-sex spouse or common law partner.*
4. *A grandparent, step-grandparent, grandchild or step-grandchild of the employee, their spouse, common law partner, including same-sex spouse or common law partner.*
5. *The opposite or same-sex spouse of a child of the employee.*
6. *The employee's brother or sister, brother-in-law or sister-in-law.*
7. *A relative of the employee who is dependent on the employee for care or assistance.*