

HR-26	LEAVES OF ABSENCE		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1999, 2003, 2006, 2011, 2012, 2016, 2018, 2021	NEXT REVIEW	2026

1. PURPOSE

To provide details on the types of leave, other than vacation and sick leave, available to Library employees.

2. SCOPE

Regular Employees of the Library are eligible to take leaves subject to the terms and conditions set out in this policy. The Chief Librarian is responsible for the administration of this policy.

3. DEFINITIONS

Nil.

4. PREGNANCY/PARENTAL LEAVE

- a. Upon written request to the supervisor, employees will receive unpaid pregnancy, and/or parental (including adoption), leave in accordance with the *Employment Standards Act*.
- b. A request for pregnancy leave must be supported by a certificate from a medical practitioner.
- c. The total pregnancy/parental leave shall not exceed 52 weeks.
 - i. Where a doctor's certificate is provided stating that a longer period of pregnancy/parental leave is required for health reasons, an extension of up to 6 weeks of unpaid leave may be allowed.
- d. The employee intending to return from such leave shall provide the Library with at least 1 month's notice of return from pregnancy/parental leave.
- e. Reinstatement will be in the same position or a comparable one with all benefits and wage increments to continue as if the employee had not taken leave.

5. FAMILY RESPONSIBILITY LEAVE

- a. In this section, Immediate Family is defined as a parent (including in-law), spouse (including step or common-law) or child (including step or common-law).
- b. A Regular Employee is entitled up to 7 days of family responsibility leave per year to meet responsibilities related to:
 - ◆ the care, health or education of a child within the employee's care, or
 - ◆ the care of health of any other member of the employee's immediate family as defined in paragraph 1 of this section.
- c. The employee may choose to:
 - ◆ use a maximum of 3 sick leave days per year as paid family responsibility leave;
 - ◆ use available accumulated vacation, overtime or statutory holiday in lieu days as paid family responsibility leave; or
 - ◆ take unpaid leave.
- d. The employee must request approval of family responsibility leave prior to taking such leave. No reasonable request will be refused.

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- e. Family responsibility leave does not accrue or carry over from year to year.

6. FAMILY CRITICAL ILLNESS LEAVE

- a. Critical illness of an Immediate Family member is defined as an illness which the family physician considers sufficiently critical to require the presence of the employee at the bedside of the family member.
- b. In the case of critical illness in the Immediate Family the employee shall be granted, after providing adequate notice to their supervisor, up to a maximum of 5 days of leave for that illness. Half of each day (50%), up to a maximum of 2.5 days shall be provided by the Library as paid leave, with the employee using accumulated vacation or sick leave for the other half of each day (50%).
- c. If the employee does not have any vacation leave or other accumulated time available, the supervisor may consider providing an unpaid leave of absence.
- d. Family critical illness leave shall also include the travel time required to transport a child, spouse or parent to a hospital or other medical facility for medical referrals.
- e. Family critical illness leave may be granted more than once per year, provided the total family critical illness leave does not exceed 5 working days per year.
- f. Family critical illness leave does not accrue or carry over from year to year.

7. BEREAVEMENT LEAVE

- a. In the event of death in the Immediate Family, an employee may request in writing to be granted up to 5 days of paid bereavement leave per year.
- b. Bereavement leave does not accrue or carry over from year to year.

8. JURY DUTY & COURT APPEARANCE

- a. Regular employees subpoenaed to appear as a witness in a criminal proceeding or civil action if not a party thereto, or summoned to serve jury duty must produce the summons or subpoena showing the necessity for the absence.
- b. In the event an employee is subpoenaed or summoned as set out in paragraph 1 on a day they are regularly scheduled to work, they shall receive pay for such duty at their regular hourly rate less any payment they receive, excluding payment for expenses, for their regularly scheduled hours of work.
- c. The employee shall return to work if dismissed by the Court before 1 pm.

9. GENERAL LEAVE OF ABSENCE

- a. Upon submitting a written request to the Chief Librarian clearly stating the reasons for requesting a leave, a Regular Employee may be granted an unpaid general leave of absence for up to 1 year.
- b. The request must be submitted at least 8 weeks in advance of the planned leave start date except in extenuating circumstances.
- c. The approval of any general leave of absence is solely a management decision. Such approval shall not be withheld without just cause.
- d. If granted, the Chief Librarian will provide written approval of the unpaid general leave of absence request.

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- e. The employee intending to return from an unpaid general leave of absence shall provide the Library with at least 1 month’s notice of return to work.
- f. If the Chief Librarian requests an unpaid leave of absence, the request will be submitted to the Board’s Personnel Liaison for presentation to the Library Board for consideration and approval.

RELATED POLICIES

- HR-23 Vacation Leave
- HR-24 Statutory Holidays
- HR-25 Sick Leave