



## Medical and Emergency Leave Policy

updated January 11, 2019

### **PURPOSE**

To outline the annual paid leave allowances available to employees and how to properly document a leave.

### **PHILOSOPHY**

Inside Education strives to create a healthy and safe workplace for all employees, and offers support to help employees deal effectively with medical, family, personal responsibility or emergency situations that arise outside the workplace, during their scheduled work day.

### **SCOPE**

This policy applies to all employees.

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### **Employer's Discretion**

Inside Education supports employees when dealing with personal medical needs, urgent family responsibility, or unexpected crises by providing **salary continuance** via an annual paid leave allowance. This allowance is reviewed periodically and subject to change.

### **No Carry-Forward**

This policy applies to all employees. Each annual allowance applies to the 12-month fiscal calendar period from January to December. Annual allowances will be pro-rated for employees working a partial year or reduced schedule. Allowances do not carry forward from year-to-year.

### **Reporting an Absence**

Employees are required to report any absence from expected work to **both their supervisor and the Operations Manager within an hour** of the start of their workday. There is plenty of technology to enable this good communication to both parties (email, text, phone messages). If we do not hear from you, we will start to worry and try to contact you directly.

### **Documenting an Absence**

Paid time off work is a compensation matter. The reason for the absence must be documented on the employee timesheet.

### **Privacy - Employee Responsibilities**

Generally, employees have a right to privacy regarding their personal medical information. However, employees have a duty to actively participate in supplying information to support a medical absence.

### **Privacy - Employer Responsibilities**

Employers need to address the impacts of workplace absences. Generally, while an employer is not entitled to know a specific medical diagnosis, an employer may reasonably ask about the expected length of absence (prognosis for recovery); whether the illness or injury is temporary or permanent; whether a treatment or medication will affect the employee's ability to perform their job duties (e.g. driving a vehicle); or other information such as work limitations/restrictions, to assist with accommodating a returning employee.



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## **MEDICAL LEAVE ALLOWANCE**

Employees may be eligible to access up to **10 days** (72.50 hours) paid leave annually for the following medically-necessary purposes:

- **Employee casual (short-term) illness** - employee physical **or psychological illness (e.g. depression, anxiety, other medically diagnosed disorders)**.
- **Employee medical appointments** - medical, dental, optical, EAP (short term counseling through employee assistance plan) or paramedical appointments that cannot be scheduled outside of work hours. *For eligible paramedical categories, please refer to your Empire benefits booklet.*
- **Family illness or medical appointment** of employee's: spouse/benefit partner, child, parent, or dependent you have responsibility for *where you are the primary caregiver*, and those of your spouse/benefit partner.

### **Being Sent Home at Employer's Request**

If you report to work while sick, but are unable to perform your duties or are potentially infectious, Inside Education Management may require you to go home in order to rest and/or to minimize the spread of illness in the workplace.

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## **EMERGENCY LEAVE ALLOWANCE**

Employees may be eligible to access up to **5 days** (36.25 hours) compassionate paid leave annually to leave work to attend to the following emergencies or urgent personal responsibilities:

- **Death/bereavement/funeral** of employee's: spouse/benefit partner, child, father, mother, sister, brother, grandparent, grandchild, guardian, or dependent you have responsibility for where you are the primary caregiver; and those of your spouse/benefit partner.
- **Long distance travel time** - to attend to an emergency family illness, bereavement or funeral for immediate family members noted above.
- **Home emergencies** - floods, fires, robberies, accidents or other disasters.
- **Births and adoptions** - employee or spouse/benefits partner childbirths, adoptions, or family births where you are required to attend for medical reasons.
- **Executor duties** - if you are named executor or administrator of an estate.
- **Citizenship** - to attend a formal hearing to become a Canadian citizen.
- **Jury duty** - employee will be granted time off to serve. Inside Education will pay the employee's regular salary for a maximum of 5 business days.
- **Pet emergencies** - We recognize that pets are loved and part of the family, and may require emergency treatment for life-threatening injuries/illness. We also grieve when they die. Leave may be requested to deal with the most serious of pet emergencies.



### **Non-medical and non-emergency events**

It is recognized that Inside Education cannot provide salary continuance for employee absences from work for every important personal life event that may arise.

Employees will be required to apply their earned overtime or banked vacation to cover absences for other non-medical or non-emergency events (e.g. moving, appointments for bank, legal, routine veterinary services, etc). You may also reasonably adjust your workday (by starting earlier or working later) to accommodate an appointment that day.

If needed, Inside Education may also provide an unpaid leave of absence on a case-by-case basis (see *Leave of Absence Policy*).

Depending on individual circumstances, employees may be able to access financial support through the following external programs:

- **Great West Life** long and short-term disability plans - *for employee extended illness*
- Federal Compassionate Care benefits - *caregiving for critical family illness*
- their spouse/partner's employer policies and/or benefits plan
- private insurance plans

### **RELATED POLICIES**

For more information on time management, please refer to the following policies:

- Hours of Work & Attendance Policy