

Title: Family Leave Policy	Number: 5.20-8.1111.1
Approved by the Board of Governors Date: 14 November, 2011	Implementation Date: November 14, 2011
History: Scheduled Review Date: November 2014	Origin: Human Resources

Rationale

The College strongly support family and recognizes that a situation may make it necessary for an employee to assist with the care of an immediate family member occasionally. To provide some flexibility, paid family leave is available to eligible employees.

Policy

Family Leave is available to eligible employees to care for an immediate family member. It entitles the employee up to 10 days paid leave during a calendar year.

1. An employee is eligible for paid family leave if he/she has been employed with the College for the designated period of probation prior to the commencement of the leave, and for the unpaid leave from the date of employment.
2. Temporary employees (individuals contracted for employment not exceeding three months per appointment), student employees and employees with a contractual appointment of less than twelve months are not eligible for family leave.

Abuse of Family Leave Privileges

- a. Abuse of family leave privileges may be grounds for disciplinary action.
 - b. It is not permitted to seek gainful employment elsewhere while out on family leave.
 - c. Management reserves the right to request proof related to the case for which family leave is granted.
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Procedures

Purpose: To outline the policy and procedures for College employees' family leave.

Authority: HLSCC Board Approved Faculty/Staff Guidelines

Eligibility: An employee is eligible for paid family leave if he/she has successfully completed his/her probationary period prior to the commencement of the leave, and for the unpaid leave if the probationary period has not ended. An employee must be employed on a contract for twelve continuous months, or more, to be eligible.

Accrual Rates: Family leave does not accrue and may not exceed 10 days in any 12 month period.

Use of Family Leave: Family leave will be granted under the following conditions:

3. The employee is needed to care for his/her spouse, *de facto* spouse, child, parent or sibling, who has a serious health condition. A *de facto* spouse is defined as a domestic partner in a two-person relationship outside of marriage of legal age to be married. Neither partner may be legally married to another individual and must have shared the same home for a period of not less than two years immediately preceding the week in which the benefit becomes due. Acceptable evidence of cohabitation is a notarised letter indicating the same.
1. The employee is needed to care for a child placed in his/her care due to adoption or foster care. To qualify, the leave must be taken within one year of placement of child in employee's care.
2. Based on the significance of relationships not identified, leave may be granted at the discretion of the President.

Scheduling of Family Leave:

- a. If an employee cannot work because of circumstances for which family leave may be granted, the employee must notify his/her supervisor in accordance with departmental policy (no later than the start of the work day on the first day of absence). The employee must provide as much advance notice of a known absence as is reasonable and practical. The employee must keep his/her supervisor informed of the expected duration of the absence. If the employee's situation prevents him/her from notifying the supervisor, someone acting on behalf of the employee must do so.
- b. When an employee expects to be absent from work four (4) or more work days, the employee must notify Human Resources via the immediate supervisor. When an employee knows in advance the date or approximate date he/she may be absent that qualifies the employee for family leave, the employee is required to give at least 30 days notice. When days are not known in advance, as much advance notice as may be reasonably given under the circumstances is expected. If notice is given, the College will accommodate any unexpected and necessary changes in the dates of family leave. If notice is not given as required, the leave may be denied or delayed.

- c. When the need for leave is known in advance the employee will be expected to complete the appropriate document (s) to be submitted to the immediate supervisor, which must be forwarded to the Human Resources Department.
 - d. When an employee could not have foreseen the need for leave, the employee must notify Human Resources via the immediate supervisor of his/her nonattendance promptly on the first day of absence and must complete the appropriate document (s) for leave within two days of returning to work. If notice of the absence is not provided within two business days of returning to work, the absence may not be designated as family leave.
 - e. When family leave expires the employee is required to return to work. Failure to promptly return to work when bereavement leave expires, or obtain approval for additional leave, may result in disciplinary action.
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