

Family Medical- Compassion Care Leave

Revised: November 14, 2008

Effective date: January 1, 2009

Supersedes: Sick/Personal Leave Policy updated July 2008

Scope/Purpose:

The Company provides **unpaid, job-protected temporary leave of absence of up to 8 weeks in a 26-week period** for the care or support of certain individuals as defined in this policy (“Defined Persons”).

Eligibility:

All employees are eligible for family medical leave. Completion of the probation period is not required to be eligible for this leave of absence. Contractors are not entitled to family medical leave under this policy.

To be eligible, a qualified health practitioner (who is licensed to practice medicine where the Defined Person lives) must provide the employee a Medical Certificate indicating that the Defined Person *has a serious medical condition with significant risk of death occurring within a period of 26 weeks*.

Policy Provisions:

“Care or support” for purposes of this policy includes, but is not limited to: providing psychological or emotional support, arranging for care by a third party provider, or directly providing or participating in the care of the family member.

Family Medical - Compassionate Care Leave may be taken under this policy with respect to the serious medical conditions of persons with the following relationship with the employee (“Defined Persons”):

- the employee’s spouse (including same-sex 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 brother, step-brother, sister, or step-sister of the employee
- a grandparent or step-grandparent of the employee or of the employee’s spouse
- a grandchild or step-grandchild of the employee or of the employee’s spouse
- a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee
- a son-in-law or daughter-in-law of the employee or of the employee’s spouse
- an uncle or aunt of the employee or of the employee’s spouse
- the spouse of the employee’s grandchild, uncle, aunt, nephew or niece

or

- for a person who considers the employee to be like a family member. Employees wishing to take a family medical leave for a person in this category must provide the Company with a completed copy of the Compassionate Care Benefits Attestation form, available from Human Resources and Social Development Canada, www.hrsdc.gc.ca.

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In certain circumstances, employees may be eligible for an additional unpaid leave of absence under the Family Medical - Compassionate Care Leave provisions as outlined above. Employees should contact their Human Resources Representative for additional details.

Employees who have exhausted their entitlements under the Personal Emergency Leave policy and are absent due to death, illness, injury, medical emergency or other urgent matter pertaining to Defined Persons under this policy may be eligible for **unpaid** leave of absence from the Company under this policy, or on compassionate grounds. Employees must contact Human Resources for further details. See also, Personal Emergency Leave Policy.

If two or more employees take leave under this policy in respect of the same Defined Person, the total combined leave for those employees shall not exceed eight (8) weeks in the first 26-week period identified in the Medical Certificate.

Reporting Requirements

An employee who wishes to commence Family Medical – Compassionate Care Leave must provide the Human Resources Representative as soon as possible with written notification of their intention to commence the leave. The notification must include: the date the leave is to commence, the reason for the leave and a copy of the completed Medical Certificate for EI Compassionate Care form or a medical form from the appropriate Health Care Practitioner verifying that care is required by the employee of a family member who has a serious medical condition with significant risk of death occurring within a 26 week period. Any costs incurred in obtaining medical documentation will be the employee's responsibility.

Upon receipt of the appropriate documentation and once the employee has commenced their unpaid leave, the Company will provide the employee with a Record of Employment to facilitate benefit payment under the applicable Employment Insurance benefits program.

Service Canada administers all Employment Insurance benefits and will provide affected employees with details relating to the term and amounts of benefit coverage.

Employees who take leave under this policy under false premises, or who fail to meet reporting requirements or provide sufficient medical documentation to substantiate their eligibility may be subject to discipline up to and including dismissal.

Employee Responsibility:

- At least 2 weeks prior to the commencement of the leave, or as soon as possible if leave must begin on an emergency basis, communicate your intent to commence Family Medical – Compassionate Care Leave
- Obtain and submit written request and medical certificate to Human Resources Representative
- Where possible, maintain regular contact with Supervisor/Manager and/or Human Resources Representative

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- Keep your immediate supervisor/manager updated as to the anticipated return to work date as it may take some time to prepare for your return

Supervisor/Manager's Responsibility:

- Keep a record of all employee absences including sick, vacation, and personal leaves.
- Report any leaves as indicated above.
- Report any extensions or early returns to Human Resources.
- Where possible, maintain regular contact with the employee.
- Maintain confidentiality of personal information.

Human Resources Responsibility:

- Upon notification from the Immediate Supervisor/Manager and/or employee, coordinate appropriate documentation to facilitate leave payments under EI programs.
- Maintain confidentiality of personal information.
- Provide consistency in policy/procedure in administering claims.
- Provide advice/support to the employee as requested.