



Building Healthy Minds and Bodies since 1977

4.20 EMPLOYEE LEAVE POLICY

PURPOSE

To establish guidelines and procedures for granting employees at the Okanagan Gymnastics Centre (OGC) leaves.

POLICY

OGC honors all legislative leaves and will give full consideration for personal leaves for compassionate and other reasons.

The following leaves are stipulated in the Employment Standards Act and Regulations:

1. Pregnancy
2. Parental for birth and adoptive parents
3. Family responsibility
4. Compassionate Care
5. Bereavement
6. Jury Duty
7. Reservists'

Details pertaining to each type of leave are below.

Pregnancy

1. A pregnant employee is entitled to up to 17 consecutive weeks of unpaid pregnancy leave. This leave may start no earlier than 11 weeks before the expected birth date, and must end no earlier than six weeks after the birth date unless the employee requests a shorter period.
2. If pregnancy leave is not requested until after the birth of a child or after termination of the pregnancy, the employee is entitled to up to six consecutive weeks of unpaid leave beginning on the date of birth or termination date.
3. An initial period of leave may be extended up to six consecutive weeks if an employee is unable to return to work for reasons relating to the birth or termination of a pregnancy.
4. A request to return from leave earlier than six weeks after the birth must be made in writing at least one week before the proposed return date. A doctor's note confirming the employee is able to resume work must be provided.
5. OGC requires an employee to provide a doctor's certificate in support of a request for leave or a leave extension.

Parental Leave for Birth and Adoptive Parents

1. A birth mother who takes pregnancy leave is entitled to 35 consecutive weeks of unpaid parental leave. A birth mother must begin her parental leave immediately after her pregnancy leave ends, unless she and OGC agree otherwise.
2. A birth mother who does not take pregnancy leave, a birth father, or an adopting parent is entitled to up to 37 consecutive weeks of unpaid parental leave. The leave can begin anytime within 52 weeks of the birth or placement of the child.
3. An initial period of parental leave may be extended up to five consecutive weeks if the child requires an additional period of parental care.
4. OGC requires an employee to provide a doctor's certificate or other evidence that the employee is entitled to the leave (i.e. proof of adoption) or leave extension.

Family Responsibility Leave

1. An employee is entitled to up to five (5) days of unpaid leave per year to meet responsibilities related to the care, health or education of any member of their immediate family.
2. Family responsibility leave does not accumulate year to year.
3. "Immediate family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.

Compassionate Care Leave

1. An employee can take up to eight weeks of unpaid leave within a 26 week period to care for or support a gravely ill family member.
2. The employee must obtain a medical certificate which states that the family member is gravely ill with a significant risk of death within 26 weeks.
3. "Immediate family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.

Bereavement Leave

1. An employee is entitled to up to three (3) days of paid leave on the death of a member of the employee's immediate family. These days do not have to be consecutive, or start on the date of death.
2. "Immediate family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.

Jury Duty

1. An employee who is required to attend court as a juror is considered to be on leave for the period of the jury duty.
2. OGC has made the choice to pay regular wages to employee's subpoenaed for jury duty for the duration of the trial.

Reservists' Leave

1. An employee who is a reservist is entitled to unpaid leave if the employee is deployed to a Canadian Forces operation outside Canada, is engaged in pre- or

post-deployment activities either inside or outside Canada, or is deployed inside Canada to assist in dealing with an emergency or its aftermath.

2. The employee must give the employer four weeks' written notice of the date the leave will begin and end. If the employee receives less than four weeks' notice of a deployment, he or she must give the employer as much notice as is practical.
3. If the deployment is extended, the employee must give the employer notice four weeks before the date the leave was to have ended, or as soon as practicable.
4. If the employee proposes to return to work earlier than originally specified, the employee must give the employer at least one week's notice.

OGC will give consideration for Non-Legislative leaves in the following ways:

Court/subpoenas

1. An employee subpoenaed to appear in court as a witness on BEHALF OF OGC BUSINESS, shall be entitled to pay for the time lost from work.
2. It is expected that the employee notify his/her supervisor as soon as possible about the expected absence.
3. Time spent by an OGC employee at court in his/her official capacity or through court actions arising from OGC employment shall be at his/her regular rate of pay.

Personal Leaves

1. Applications for personal leave may be considered and if granted would be without pay.
2. When being adjudicated the following will be taken into consideration for a Personal Leave:
 - a. Validity of necessity for the absence
 - b. Time of year
 - c. Length of expected absence
 - d. Service record of employee
 - e. Previous leaves
 - f. Staff requirements of program and OGC.
3. Requests must be made in writing to the Director of Operations or designate.
4. Employees must be willing to use up the balance of his/her vacation time.
5. OGC has no obligation to grant a Personal Leave.
6. No pay will gather on Statutory Holidays while on Personal Leave.
7. Health and Wellness day credits will not accumulate while on Personal Leave.
8. Vacation time will not accumulate while on Personal Leave.
9. Employees normally entitled to a benefit plan will be expected to pay the employee and employer portion of benefit premiums while on Personal Leave.
10. If the employee does not return as scheduled from Personal Leave they will have considered to have abandoned employment and will be terminated.

Education

1. Education leaves are considered with the same criteria as Personal Leaves and will be unpaid.

Employee Benefits

If the employee is eligible for OGC benefits, please see the Staff handbook for information about premiums during a leave.

The following conditions apply to all types of leave:

1. Employment is considered continuous for the purposes of calculating annual vacation and termination entitlements, as well as medical or other pertinent plans of benefits to the employee.
2. The employee is entitled to all increases in wages and benefits that the employee would have received if not on leave.
3. Conditions of employment to remain the same during leave.
4. An employer may not terminate an employee, or change a condition of employment, because of a leave without the employee's written consent.
5. Return to Work.

When the leave ends, an employee must be returned to his/her former position or to a comparable position. OGC is responsible to contact the employee to make arrangements for the employees' return to work.

APPROVED BY OGC BOARD OF DIRECTORS SEPTEMBER 20, 2017