

Passed By Council on:06/21/2005

Purpose

To outline the process and conditions under which compassionate leave with pay may be granted by the City.

Policy Statement

For normal domestic emergencies staff will be expected to use annual leave or any other leave which may be contained in collective agreements. Compassionate leave will not be used where other leave contained in collective agreements would apply.

Compassionate leave with pay may be granted at the discretion of the City for urgent, critical illness in the family. Specifically, leave may be granted to attend to the illness of a mother, father, spouse, child, common-in-law spouse, grandmother, grandfather, grandchild, brother, sister, mother-in-law, father-in-law or near relative permanently residing in the employee's household. Depending on the circumstances and length of time needed, staff may be required to use a portion of their annual leave in conjunction with paid compassionate leave.

Applications for compassionate leave should be made to the Department Head concerned who will consult with the Director of Human Resources or his Designate. Each situation must be decided upon by the Department Head/Designate based on a fair, reasonable and equitable standard which recognizes such leave as an earned privilege, but not as an established right open to abuse.

Applications for compassionate leave will be considered sympathetically and in confidence.

Application

Responsibilities

Department Heads, Director of Human Resources, all employees.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - June 8, 2005; Regular Meeting of Council - June 21,

2005.

Review Period

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