

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section Human Resources

- Leaves of Absence

Regulation: LEAVE OF ABSENCE –
STATUTORY LEAVES – continued

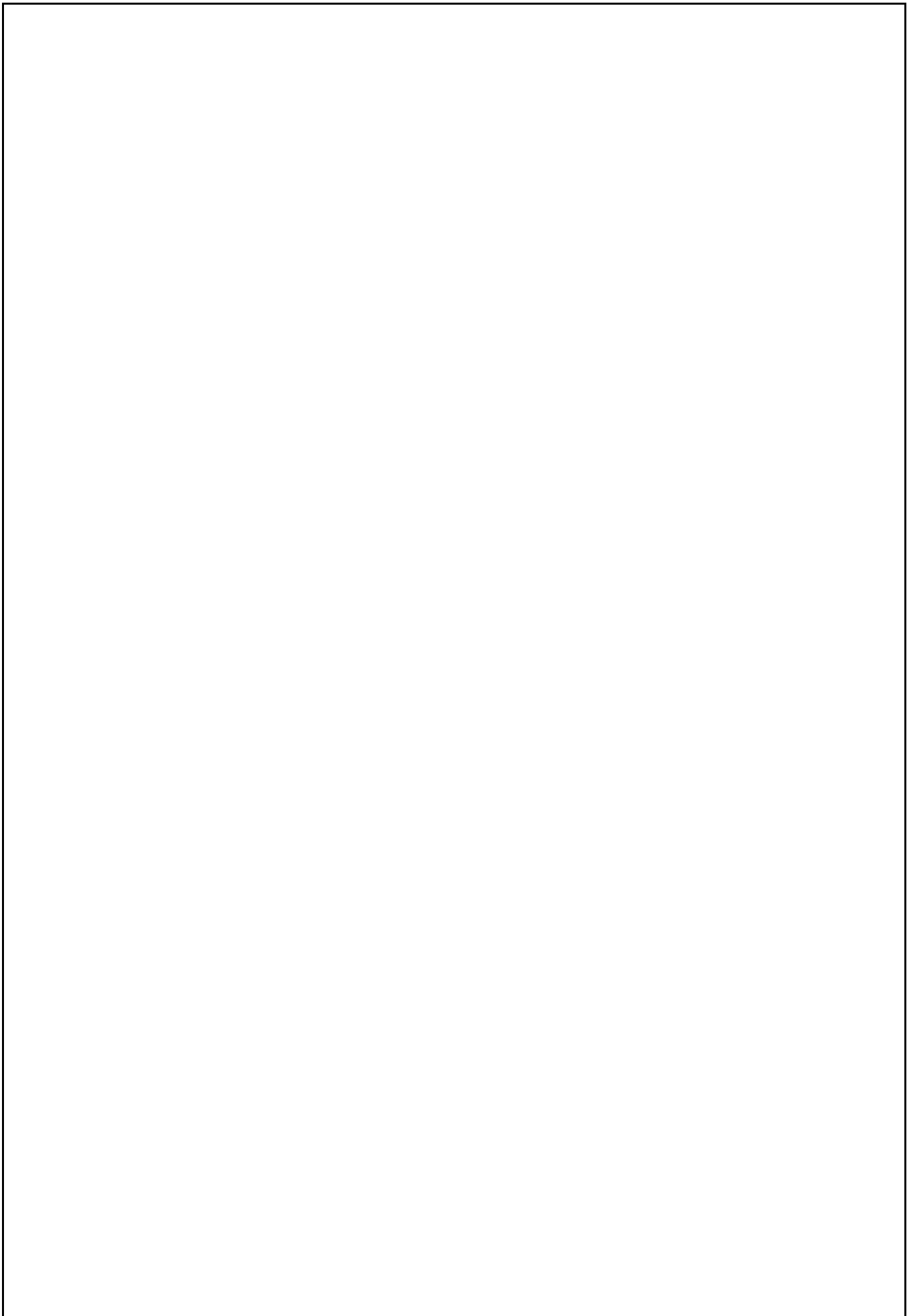
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1.3 Pregnancy Leave Supplementary Employment Benefit

Subject to the applicable provisions of a collective agreement or terms of employment, supplementary employment benefits will only be made available to permanent employees.

1.3.1 The Board will provide for employees on pregnancy, a supplementary employment benefit (SEB) plan providing for payment of 100% of salary for an eight week period immediately following the birth of the child. The SEB payments will be the difference between the gross amount an employee receives from EI and the employee's normal gross pay. These payments will not exceed 100% of the employee's normal weekly earnings.

1.3.2 Employees who are entitled to sick leave in accordance with Administrative (a)-2-6 (o)-13.9



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4. Adoption Leave

Where an employee seeks leave due to adoption, the foregoing provisions for parental leave will apply.

5. Family Medical Leave

Family medical leave will be granted in accordance with the provisions of the Employment Standards Act, as amended.

5.1 Family medical leave of up to twenty eight weeks will be provided to any employee for the purpose of caring for or supporting a family member, as defined herein, who suffers from a serious medical condition with a significant risk of death within twenty six weeks.

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5.9 Family Medical Leave Supplemental Employment Benefit Plan (SEB)

Subject to collective agreement provisions, the SEB payments will be available to those individuals employed by the Board on a permanent basis. Details SEB plan are found in paragraph 7 of this administrative regulation.

6. Critical Illness Leave

Critical illness leave will be granted in accordance with the provisions of the Employment Standards Act, as amended. To be eligible for such leave the employee must be employed with the Board for at least six consecutive months.

- 6.1 Critical illness leave of up to 37 weeks in relation to a critically ill minor child, or 17 weeks in relation to a critically ill adult will be provided to any employee for the purposes of caring for or supporting a critically ill minor child or adult family member, as defined herein, whose state of health has significantly changed and their life is at risk as a result of an illness or injury.
- 6.2 “Week” means a period of seven consecutive days beginning on a Sunday and ending on a Saturday. Partial weeks taken under this leave will be counted as full weeks.
- 6.3 Critical illness leave is an unpaid leave of absence; therefore during the leave, no salary or allowances will be paid. Upon return to work, the employee will be placed on the salary schedule in accordance with the provisions and experience the employee would have as if the employee had worked throughout the critical illness leave.
- 6.4 Service continues to accrue during critical illness leave.
- 6.5 Subject to eligibility requirements as specified by the insurer, the employee may participate in any of the benefits to which the employee belongs at the time of the leave provided that the employee pays the employee’s share of the premium. During this leave, the employer will continue to pay its share of the benefit premiums. The employee must make payment arrangements through the applicable benefits carrier and/or the Board to maintain benefits coverage. Those benefits that are a condition of employment shall be maintained during the leave. The Board reserves the right to discontinue the participation in the benefits plan for any employee should any two payments be denied for reason of insufficient funds

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8. Sick Leave

The request of an employee for Sick Leave under Section 50. (1) of the Employment Standards Act requires that an employer grant such unpaid leave, to a maximum of three days per calendar year, subject to the following provisions of Section 50 excerpted from the Act.

- 8.1 An employee who has been employed by an employer for at least two consecutive weeks is entitled to a leave of absence without pay because of personal illness, injury, or medical emergency.
- 8.2 An employee's entitlement to leave under this section is limited to a total of three days in each calendar year.
- 8.3 An employee who wishes to take a leave under this section shall advise his or her employer that he or she will be doing so.
- 8.4 For the purposes of an employee's entitlement to Sick Leave, if an employee takes any part of a day as leave under this section the employer may deem the employee to have taken one day of leave on that day.
- 8.5 An employer may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

9. Family Responsibility Leave

The request of an employee for Family Responsibility Leave under Section 50.0.1 (1) of the Employment Standards Act requires that an employer grant such unpaid leave, to a maximum of three days per calendar year, subject to the following provisions of Section 50 excerpted from the Act.

- 9.1 An employee who has been employed by an employer for at least two consecutive weeks is entitled to a leave of absence without pay for any of the following:
 - 9.1.1 The illness, injury, or medical emergency of an individual described in 9.3 below.
 - 9.1.2 An urgent matter that concerns an individual described in 9.3 below

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- 10.1 An employee who has been employed by an employer for at least two consecutive weeks is entitled to a leave of absence without pay because of an individual described in section 10.3 below.
- 10.2 An employee's entitlement to leave under this section is limited to a total of two days in each calendar year.
- 10.3 For the purposes of this leave, Family Members are:
- 10.3.1 The employee's spouse
 - 10.3.2 A parent, stepparent or foster parent of the employee or the employee's spouse.
 - 10.3.3 A child, stepchild or foster child of the employee or the employee's spouse.
 - 10.3.4 A grandparent, stepgrandparent, grandchild or step grandchild of the employee or the employee's spouse.
 - 10.3.5 The spouse of a child of the employee
 - 10.3.6 The employee's brother or sister
 - 10.3.7 A relative of the employee who is dependent on the employee for care or assistance.
- 10.4. An employee who wishes to take a leave under this section shall advise his or her employer that he or she will be doing so. If the employee must take the leave before advising the employer, the employee shall advise the employer of the leave as soon as possible after beginning it.
- 10.5. For the purposes of an employee's entitlement to Bereavement leave, if an employee takes any part of a day as leave under this section, the employer may deem the employee to have taken one day of leave on that day.
- 10.6. An employer may require an employee who takes leave under this section to provide evidence reasonable in the circumstances that the employee is entitled to the leave.

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