

## POLICY 6.10 - Leaves

**Policy Category:** Personnel

**Subject:** Leaves

**Approving Authority:** Board of Governors

**Responsible Officer:** Vice-President (Operations & Finance)

**Responsible Office:** Policy 6.6 - Absences from the Workplace, Policy 6.12 – Leave of Absence, Policy 6.13 – Career Development Leave, Policy 6.14 – Deferred Salary Leave and Policy 6.20 Political Candidacy Leave)

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### I. PURPOSE

This policy defines the paid and unpaid leave arrangements, excluding Pregnancy/Parental Leaves and Sick Leave and Long-Term Disability available to PMA Eligible staff at Western. It is in accordance with all applicable federal and provincial legislation including, but not limited to the Ontario Employment Standards Act and the Income Tax Act.

### II. DEFINITIONS

**Career Development Leave** - An unpaid leave of absence to pursue studies related to the present responsibilities or the anticipated career path of the staff member.

**Deferred Salary Arrangement** - An approved leave of absence from six months to one year that is funded through an agreement between the staff member and Western that allows the staff member to defer salary over a one-to five-year period.

**Family Medical Leave** - An unpaid, job-protected leave of up to eight weeks in a 26-week period as outlined in the Ontario Employment Standards Act, to provide care or support to certain family members and people who are considered by the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of 26 weeks.

Personal Emergency Leave – Is an unpaid, job-protected leave of up to 10 days each calendar year as outlined in the Ontario Employment Standards Act, to be taken in the case of personal illness, injury or medical emergency and the death, illness, injury, medical emergency of, or urgent matters relating to, certain family members, including dependent relatives.

Reservist Leave - Is an unpaid, job-protected leave for employees who are Canadian Forces military reservists and who are deployed to an international operation overseas or certain operations within Canada as outlined in the Ontario Employment Standards Act.

### **III. POLICY**

#### **1. Paid Absences From the Workplace**

There are no formal university-wide restrictions relative to short-term paid absences from the workplace for PMA Eligible Staff. Such absences are subject to the operating requirements of the unit. Examples of short-term paid absences may include compassionate reasons, death or loss of a family member, etc. While jury and witness duties are not always short-term, they are included under short-term paid absences.

#### **2. Career Development Leave**

A Career Development Leave of absence, for up to one year, may be granted to a staff member subject to the operational requirements of his/her Unit/Faculty. Career Development Leaves are unpaid unless funded through a deferred salary arrangement according to this policy.

#### **3. Family Medical Leave**

- (a) All PMA Eligible staff members are entitled to a family medical leave as outlined in the Ontario Employment Standards Act.
- (b) The eight weeks of a family medical leave are not required to be taken consecutively, however a partial week of leave is counted as a full week.
- (c) If two or more employees in Ontario take a family medical leave to provide care or support to a specific family member, the eight weeks of family medical leave must be shared.

#### **4. Personal Emergency Leave**

- (a) PMA Eligible staff are entitled to up to 10 full days of personal emergency leave as outlined in the Ontario Employment Standards Act, every calendar year. The 10 days do not have to be taken consecutively and can be taken in part or full days or in periods of more than one day. Subject to the discretion of the supervisor, part days can be counted as a full day of leave for the purposes of determining the 10 day entitlement, however, if a staff member works part of the day, he/she is paid for the time worked.
- (b) There is no pro-rating of the 10-day entitlement.

**5. Political Candidacy Leave**

(a) It is Western's intention to ensure that no impediments are placed in the way of staff members desiring to enter public service. PMA Eligible Staff are eligible for a leave of absence with full salary and benefits during an election campaign upon the following basis:

(i) for election to the Parliament of Canada or to a Provincial Legislature: leave for the equivalent of one month;

(ii) for election as Mayor of the City of London, or the equivalent office, or the Thames Valley District School Bd

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**7. Unpaid Leave of Absence**

A leave of absence without salary and benefits, for up to one year, will be considered for a PMA