



Other Employment Standards Leaves

1. Family Responsibility Leave

Family responsibility leave gives employees time off to deal with the health, care or education needs of a person in a close family relationship. Employers are required to give employees, upon request, leaves of absence without pay for up to three days per year.

2. Compassionate Care Leave

Compassionate care leave gives employees leaves of absence without pay for up to twenty-eight (28) weeks to care for a person in a close family relationship who is critically ill and has a significant risk of dying.

How does an employee qualify for Compassionate Care Leave?

In order for an employee to qualify for compassionate care leave, the employee must have a written note from a certified medical practitioner stating that a person in a close family relationship has a serious medical condition that carries a significant risk of death within the next twenty-eight (28) weeks and requires care and support.

In addition to these requirements, other conditions apply:

- should the person in a close family relationship die, the compassionate care leave expires and bereavement leave may then be taken by the employee;
- the leave may be broken up over the twenty-eight (28)-week period, and may only be taken in periods of at least a one-week duration;
- the leave may be shared by two or more employees, but the total leave period taken by the employees may not exceed twenty-eight (28) weeks; and
- there is no length of service requirement for employees to access compassionate care leave.

Does an employee have other options for compensation while on Compassionate Care Leave?

The government of Canada offers a program under Employment Insurance that covers Compassionate Care Leave. To contact them you may refer to our website for a list of website addresses and telephone numbers under "other links".

3. Bereavement Leave

In the event of the death of a person in a close family relationship, an employer must give an employee a leave of absence without pay of up to five consecutive days. Bereavement leave is to begin no later than the day of the funeral.

4. Sick Leave

An employee who has worked for the same employer for more than 90 days must be given, upon request, leaves of absence without pay as sick leave of up to five days during a twelve month calendar period.

Does an employer have the right to request a physician's note from an employee on sick leave?

Where an employee, due to an illness or injury, requests a leave of absence of four or more consecutive calendar days, the employer can require the employee to provide the employer with a medical certificate certifying that the employee is incapable of working due to illness or injury.

5. Court Leave

Must an employer give a leave of absence where an employee is summoned to serve on a jury or to act as a witness?

Yes, where an employee is summoned or selected to serve on a jury or to act as a witness in a court proceeding, the employer must give the employee a leave of absence without pay for the period of time the employee is absent from work for this purpose.

6. Leave for Reservists' military service

Who is eligible?

Members in all classes ("A", "B", and "C") of the Canadian Forces reserve force are eligible for a leave of absence without pay in order to perform military service.

What kinds of military service are eligible?

- Deployment to a Canadian Forces operation either inside or outside Canada,
- Required pre-deployment or post-deployment activities, including training and travel time, within and outside of Canada,
- A period of treatment, recovery or rehabilitation for a physical and/or mental health problem resulting from these activities, and
- Annual training.

How long can a leave of absence for military service be and what conditions apply?

An employer must grant a leave of:

- up to 30 continuous calendar days for the purpose of annual training; or
- up to 18 months for purposes other than annual training.

One of the following conditions will apply:

- In the case of a first leave, the employee must have been employed for at least 6 months; or
- In the case of a second or subsequent leave, at least 12 months have elapsed since the date the employee returned to work from his or her most recent leave.

What kind of notice must an employee give the employer of his intention to take a leave for military service?

An employee must give the employer at least 4 weeks notice in writing before the beginning of the leave.

The notice must include the start date of the leave and the anticipated date that the employee will return to work.

The employer may require the employee to provide a certificate from an official with the Reserves confirming that the employee is a reservist who is selected for service and, if possible, the expected start and end dates of the required service.

The 4-week notice requirement may be waived under urgent circumstance such as a military call to assist in a natural disaster. In this case, the employee is required to give the employer notice of an intention to take a leave as soon as possible under the circumstances.

Is it possible to extend a military leave that is in progress?

Yes. Circumstances beyond the employee's control may require an extension of a leave that is already in progress.

In this case:

- The employee must advise the employer in writing, giving at least 4 weeks notice before the changed date of return to work;
- If the employee does not do this, the employer may postpone the employee's return to work by up to 2 weeks beyond the date given by the employee. The employer may not require the employee to return to work earlier than the date given by the employee; and
- The employer is not required to provide an extension that would result in a total leave that is longer than 18 months.

Can the employer refuse to grant a leave or extend a leave?

An employer may apply to the Director of Employment Standards for an exemption under the *Employment Standards Act* if granting or extending the leave would:

- Adversely affect the health or safety of the workplace or public, or
- Cause the employer undue hardship.

7. Critically Ill Child Leave

Employers are required to provide an unpaid leave of up to thirty-seven (37) weeks to allow parents or other family members to provide care and support for a critically ill child who is under 18 years old.

Eligibility:

- An employee who is a parent or other family member of a critically ill child under 18 years old is entitled to the leave.
- If both parents or other family members are employees of the same employer, the leave of absence may be taken wholly by one of the employees or be shared by the employees. The aggregate amount of leave that may be taken by the two employees shall not exceed to thirty-seven (37) weeks.

Notice requirements:

- Employees must give their employers written notice of their intention to take a leave as soon as possible.
- If possible, the information to be provided to the employer includes the anticipated commencement date of the leave, the anticipated duration of the leave, and a doctor's certificate.
- If circumstances beyond the employee's control require a change in the duration of the leave, the employee shall advise the employer of the change.
- The leave ends the last day of the week in which either the child dies or at the expiration of the thirty-seven (37) weeks.

8. Death or Disappearance Leave (child)

Eligibility:

- An employee who is the parent of a child under 18 years old who has died as the probable result of a crime is entitled to an unpaid leave of up to thirty-seven (37) weeks.
- An employee who is the parent of a child who has disappeared as the probable result of a crime is entitled to an unpaid leave of up to thirty-seven (37) weeks.
- An employee is not entitled to the leave if they are charged with the crime.
- If both parents are employees of the same employer, they are both entitled to the leave.
- Employees may end the leave early by giving the employer written notice before they wish to return to work.

Duration of leave:

- The period during which the employee may take the leave begins on the day that the death or disappearance occurs and ends thirty-seven (37) weeks after that day.
- If the child is found alive within the leave period, the employee is entitled to continue taking leave for fourteen (14) days after the child is found.
- If the child is found dead, or dies as a result of the circumstances of a disappearance, the employee is entitled to take up to thirty-seven (37) weeks of unpaid leave from the day the child is found dead.
- Where it is no longer probable that a child's death or disappearance is the result of a crime, a leave ends fourteen (14) days after that day, unless the employer and employee agree to an earlier return to work.

Notice requirements:

- Employees must give their employers written notice of their intention to take a leave as soon as possible.
- If possible, the information to be provided to the employer includes the anticipated commencement date and duration of the leave.

- The employer may require the employee to provide evidence that is reasonable in the circumstances of the employee's entitlement to the leave.
- If circumstances beyond the employee's control require a change in the duration of the leave, the employee shall advise the employer of the change. The total leave may not exceed thirty-seven (37) weeks.
- The employee shall provide the employer with written notice as soon as possible that circumstances have changed.

10. Critically Ill Adult Leave *new*

Employers are required to provide an unpaid leave of up to sixteen (16) weeks to allow parents or other family members to provide care and support for a critically ill adult who is 18 years of age or older.

Eligibility:

- An employee who is a parent or other family member of a critically ill adult who is 18 years or older is entitled to the leave.
- If both parents or other family members are employees of the same employer, the leave of absence may be taken wholly by one of the employees or be shared by the employees. The aggregate amount of leave that may be taken by the two employees shall not exceed sixteen (16) weeks.

Notice requirements:

- Employees must give their employers written notice of their intention to take a leave as soon as possible.
- If possible, the information to be provided to the employer includes the anticipated commencement date of the leave, the anticipated duration of the leave, and a doctor's certificate.
- If circumstances beyond the employee's control require a change in the duration of the leave, the employee shall advise the employer of the change.
- The leave ends the last day of the week in which either the adult dies or at the expiration of the sixteen (16) weeks.

General Information on Other Leaves

Can an employee be dismissed while on a leave of absence?

No, an employee may not be dismissed from his job while on a leave of absence for any reason arising from, or due to, the leave.

How does a leave of absence affect an employee's employment status?

An employee continues to accumulate seniority during a leave of absence therefore, the employee's employment status is not affected.

What happens when a leave of absence ends?

When an employee completes a leave of absence, the employee must be allowed to return to the job he held immediately before taking the leave or to a comparable job with no decrease in benefits or pay.

Definitions

"close family relationship" the relationship between persons who are married to one another, between parents and their children, between siblings and between grandparents and their grandchildren, and includes a relationship between persons who, though not married to one another and whether or not a blood relationship exists, demonstrate an intention to extend to one another the mutual affection and support normally associated with those relationships first mentioned."

"critically ill child" means a person who is under 18 years of age on the day on which the qualified medical practitioner certifies that the person's baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

"critically ill adult" means a person who is 18 years or older on the day on which a qualified medical practitioner certifies that the person's baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

"qualified medical practitioner" means a person who is entitled to practice medicine under the laws of a jurisdiction in which care or treatment of a critically ill child or adult is provided.

"parent" means a person who, in law, is the parent of, has the custody of or is the guardian of a child or a person with whom a child is placed for the purposes of adoption.

"family member" means a family member as defined in the *Employment Insurance Regulations* under the *Employment Insurance Act* (Canada).

"week" means the period between midnight on Saturday and midnight on the immediately following Saturday.

"crime" means an offence under the *Criminal Code* (Canada).