



ADMINISTRATIVE MANUAL

Policy & Procedure

TITLE: Leave for Personal Medical Appointments, Family Illness and Emergency	NUMBER: 862.1
Sponsor: Ryan Embrett-Baboushkin, Director, People & Organization Development	Page: 1 of 3
Approved by: Steve Ashton, VP, People & Organization Development	Approval Date: Feb 14, 2019 Effective Date: March 4, 2019
Applies To: IWK Health Centre Non-Union and Management Employees	

POLICY STATEMENT

Leaves of absences with pay may be granted to management and non-union employees (herein after referred to as “employee(s)”) for the following reasons: to attend to the needs of an immediate family member in the event of illness or accident; when an emergency situation arises that requires the employee’s personal attention or to engage in personal preventative medical and dental care.

Leaves of a similar nature for unionized employees can be referenced within each respective collective agreement.

GUIDING PRINCIPLES AND VALUES

To provide information regarding the types of paid leave of absence available to employees of the IWK Health Centre (the Employer).

GUIDELINES

For the purpose of this policy, immediate family refers to an employee’s (natural, step or foster) parent, son, daughter, spouse (includes common-law), guardian of the employee, a relative permanently residing in the employee’s household or a relative with whom the employee permanently resides.

Employees with sufficient sick leave credits shall be provided a paid leave of absences of up to a total of thirty-seven and one-half (37.5) hours (pro-rated for part-time employees) per fiscal year (March 31 – April 1), debited against sick leave credits, in order to:

- Engage in and facilitate the employee's personal preventative medical or dental care. In the event that an appointment cannot be scheduled outside of work hours, employees shall advise their immediate Manager/delegate as soon as they become aware of their need for personal preventative medical or dental care.
- Attend to a member of the employee's immediate family who has become ill or disabled, in order to make alternate care arrangements where the employee's personal attention is required and which could not be serviced by others or attended to by the employee outside of work.
- Attend to an emergency situation (fire, flood, or other natural disaster) which requires the employee's personal attention which could not be serviced by others or attended to by the employee outside of work.

Any single type of leave or combination of types of leave can be used but may not exceed 37.5 hours (or pro-rated hours if part-time) per fiscal year.

In exceptional circumstances, additional time off (paid or unpaid) may be approved at the discretion of the employee's Manager/delegate.

The Employer may require verification of the need for any leave of absence described within this policy.

REFERENCES

Non-Union and Management Terms and Conditions of Employment
Collective Agreements

Legislation/References

Labour Standards Code

RELATED DOCUMENTS

Sick Leave Policy #857.1

District Health Authority/IWK Policies Being Replaced

IWK Leave for Personal Medical & Dental Appointments Policy #862.1

IWK Leave for Family Illness and Emergency Policy #854.1

Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)