



### 3.8 Employment Standards Leave Policy

#### Intent

The employer is committed to providing work-life balance for its employees and understands that situations can and will arise that call for scheduled leave away from work as well as immediate, emergency leave. The employer has adopted this policy to ensure that its employees are provided with authorized time off as per the Employment Standards Act/Labour Code of their province of employment without fear of a negative impact on their employment status or opportunities within the organization.

#### Scope

This policy applies to all employees requiring job-protected leave as per provincial employment legislation.

Unionized employees shall adhere to their current Collective Agreement for policies governing employment standards leave. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

This policy has been developed to incorporate the legislative requirements of Alberta, British Columbia and Ontario and shall be updated accordingly should the employer expand operations into additional provinces.

#### Guidelines

The following table lists job-protected leaves as they are provided for provincially:

	Alberta	Ontario	British Columbia
<b>Job-Protected Leaves</b>	<ul style="list-style-type: none"> <li>• Maternity Leave</li> <li>• Parental Leave</li> <li>• Reservists Leave</li> <li>• Jury Duty Leave</li> <li>• Compassionate Care</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnancy Leave</li> <li>• Parental Leave</li> <li>• Family Medical Leave</li> <li>• Organ Donor Leave</li> <li>• Emergency Leave, Declared Emergencies</li> <li>• Reservists Leave</li> <li>• Jury Leave</li> <li>• Critically Ill Child Care</li> <li>• Family Caregiver Leave</li> <li>• Crime Related Child Death and Disappearance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnancy Leave</li> <li>• Parental Leave</li> <li>• Family Responsibility Leave</li> <li>• Compassionate Care Leave</li> <li>• Reservists Leave</li> <li>• Bereavement Leave</li> <li>• Jury Duty Leave</li> </ul>

#### RELEVANT DOCUMENT

Time Off Request Form