



Corporate Policy Manual

Sub Topic:	Emergency Leave	Policy No.	11-07
Topic:	Leaves of Absence	Employees Covered:	All Regular Non-Union Full-Time & Regular Non-Union Part-Time Employees
Section:	Human Resources	Council Adoption Date:	
Effective Date:	September 12, 2005	Revision No:	Date:

Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports and encourages an atmosphere of high employee productivity through full and consistent employee participation in the workplace, recognizing that there will be occasions when employees require time away from work for various reasons. The Town of Newmarket encourages employees to live and work *well* in an environment that supports a work/life balance.

Purpose

The Town of Newmarket will provide regular full time and regular part time employees with an unpaid leave of absence for the purpose of Emergency Leave.

Definitions

Emergency Leave is defined by the Ontario Employment Standards Act as:

“An employee is entitled to a leave of absence without pay because of a personal illness, injury or medical emergency or the death, illness, injury or medical emergency of an individual (i.e. – spouse or family member) or an urgent matter that concerns an individual.”

Spouse

Either of two persons who live together in a conjugal relationship inside or outside marriage ("conjoint").

Family Member

A parent, step-parent or foster parent of the employee or the employee's spouse. A child, step-child or foster child of the employee or the employee's spouse. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse. The spouse of a child of the employee. The

employee's brother or sister. A relative of the employee who is dependent on the employee for care or assistance.

Procedures

Under the provisions of the provincial Employment Standards Act, employee's are entitled up to (ten) 10 days of unpaid leave per calendar year, in the event an employee needs to attend to a personal emergency due to illness, injury, death, urgent matter or other medical emergency involving self, spouse or family.

For calculation purposes, an employee who takes a leave of absence under the Emergency Leave provisions such as Bereavement and/or Sick Leave will be deemed to have taken the equivalent in unpaid Emergency Leave days.

Responsibilities:

Employees are responsible to:

- Refer to their Human Resources Policies and Procedures Manual for current information on this and other HR policies.
- Notify their immediate Supervisor with appropriate details as soon as possible in the event that they will be late or absent from work for any reason. The employee may be required to validate their absence with documentation as reasonably requested by their Supervisor.
- If the employee must begin the leave before advising their Supervisor, the employee must advise their Supervisor as soon as possible after beginning it.
- If the employee takes any part of a day for the purpose of Emergency Leave as provided for elsewhere in this policy, it is deemed the employee has taken one full day's leave as specified in the Act, as amended from time to time.

Supervisors/Managers/Directors/Commissioners are responsible to:

- Record and authorize all employee absences (see Employee Attendance Record Form No. 11-04-01 attached) on a bi-weekly basis, coinciding with each pay period, and submit same to Payroll.
- Inform and support employee awareness of leave provisions and responsibilities as outlined in this policy.
- Request documentation from the employee, as appropriate and/or authorize the employee's absence from the workplace.
- Ensure employees are aware of various support mechanisms such as Employee Assistance Program.

Human Resources is responsible to:

- Provide policy clarification and guidance to employees and managers/supervisors as required.
- Monitor attendance management.
- Ensure employees are aware of various support mechanisms such as Employee Assistance Program.

Cross-References

Progressive Discipline Policy #4-01

Harassment & Discrimination Free Workplace Policy #5-01

Leaves of Absence – Bereavement Leave #11-06

Applicable Provincial and Federal Legislation such as Ontario Human Rights Code and the Employment Standards Act.