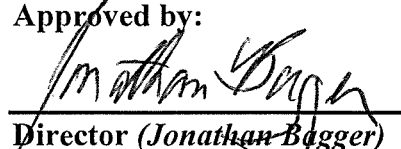


TRIUMF POLICY AND PROCEDURES

Policy No. 2

Page 1 of 4

SUBJECT LEAVES	Date Approved: <i>Nov. 7th/2014</i> Replaces Last Revision of: April 1, 2010	Approved by:  Director (Jonathan Bagger)
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INTENT

TRIUMF grants leaves of absences to employees as per the following guidelines.

PROCEDURES

1. SHORT TERM PAID LEAVES

At some point, nearly everyone will need to take time away from work to deal with a personal or family illness. A short-term paid leave is defined as an absence of up to five (5) working days, and is normally of a compassionate nature. Normally such leave is granted with pay depending on the nature of the circumstances. The following reasons are sufficient to warrant consideration for short-term leave with pay:

Bereavement:

- In the case of a death in the employee's immediate family (as defined below) (maximum three (3) days; up to five (5) days if traveling out of province; up to ten (10) days may be granted if out of country); These days do not have to be consecutive, or start on the date of death.
- To attend a funeral of a non-immediate relative or friend (maximum 1 day);

Family Responsibility (Maximum 5 (five) days per calendar year):

May be requested to meet responsibilities relating to the care or health of any member of the employee's immediate family (as defined below), or, in the case of a child, can be requested for the care, health, or education of that child. (An additional 5 days may be granted in cases of critical illness or emergency in the employee's immediate family, or in out-of-province circumstances). **NOTE:** these days are prorated in the year of hire and have no cash value on termination.

"**immediate family**", as defined by Ministry of Labour, means

- (a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, including common-law spouses, step-parents, and step-children, or same sex partners and their children; .and
- (b) any person who lives with an employee as a member of the employee's family;

2. STUDY

- to prepared for final exams for courses requested by TRIUMF (max 1 day per course)

3. COURT, CITIZENSHIP OR JURY

- TRIUMF will make up the difference between the amount received from the court and the employee's regular salary (less personal expenses for parking) if the employee is required by the court:
 - a) to be available for jury selection or to be on jury duty; or
 - b) by subpoena or summons, to attend as a witness in court

Where applicable, the employee must present a statement of monies received from the court upon return to work. The employee is expected to return to work the day his/her presence is not required in court.

- An employee who must attend his/her own swearing in ceremony for Canadian citizenship will be granted up to a maximum of 1 day with pay.

- Leaves**4. MATERNITY AND PARENTAL**

- **Maternity** leave entitles an employee who is a birth mother up to seventeen (17) weeks unpaid maternity leave. Maternity leave may begin at any time within the eleven (11) weeks prior to the expected due date.
- **Parental** leave entitles a birth mother up to thirty five (35) additional weeks unpaid leave which must begin when the maternity leave ends. A birth mother who does not take the initial maternity leave may take up to 37 weeks unpaid parental leave, provided it is taken consecutively, and within 1 year of the birth. Birth fathers and adopting parents can take up to 37 weeks unpaid leave which must begin within 1 year after the day the child is born or comes into the custody, care and control of a parent for the first time.
- Upon return to work, the employee will be reinstated to the same or equivalent position held prior to the commencement of maternity/paternal leave at a salary no less than the salary upon commencement of the leave.
- Upon return to work, and after completing six (6) months service, TRIUMF will reimburse to the employee, the difference between the gross benefit received from EI for the maternity portion of leave, and the employee's gross salary for the period that maternity benefits were received. In addition, TRIUMF will also reimburse the salary for the initial waiting period for EI.

5. COMPASSIONATE FAMILY CARE LEAVE

Compassionate leave entitles an employee to a maximum of 8 weeks unpaid leave if they are required to be absent from work due to a need to provide care or support to a family member* who is gravely ill with a significant risk of death within 26 weeks. In order to qualify for this leave, the employee must present a doctor's note to show that the family member is ill and at risk of death within the ensuing 26 weeks. Upon return to work, the employee will be reinstated to the same position held prior to the leave. Compassionate leave, in accordance with the BC Employment Standards Act, must be taken in blocks of 1 week or more. * For the purpose of this leave, family member is defined as:

1) in relation to an employee:

- a member of an employee's immediate family (as defined above);
- an employee's step-sibling, aunt or uncle, niece or nephew; or
- a current or former foster parent, foster child, ward or guardian; or
- the spouse of an employee's sibling or step-sibling, child or step-child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster child or guardian.

2) in relation to an employee's spouse:

- a parent or step-parent, sibling or step-sibling, child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster parent, or current or former ward; and

3) anyone who is considered to be like a close relative regardless of whether or not they are related by blood, adoption, marriage or common law partnership.

6. EDUCATION LEAVE

Leave to attend a course of study may be granted per the Professional Development Policy #4.

7. PROFESSIONAL RESEARCH AND/OR TEACHING LEAVE

A professional employee may apply for up to a 12 month leave to conduct research or to teach a course of study. Such a leave must be supported by the employee's Division Head, and be for purposes relevant to the TRIUMF research program. Approvals for such a leave may be granted by the Director, as will the determination of financial support during the leave.

8. PERSONAL LEAVE WITHOUT PAY

- Where operational requirements permit, and in exceptional circumstances only, personal leave may be granted for a period of time not to exceed six (6) months, and will be determined based on length of service as indicated below. Salary is not continued during such absence. A written application for personal leave must be submitted to the Division Head for consideration, and for further approval by the Director, no later than two (2) months in advance of the anticipated leave date, except where emergency situations dictate otherwise.

Leave Service Criteria: Upon completion of 3 years employment, eligibility for leave without pay is determined as follows: One month per year of service to a maximum of 6 months.

- When a leave has been granted, regardless of its length, service for future leaves will begin to accrue upon return to work, starting with one (1) month per year of service from the date of the previous leave.
- No unpaid leave of absence (except compassionate, maternity or parental leave) shall be granted unless the employee's full vacation leave has been taken.
- When considering an application for paid leave, operational demands will be the primary consideration
- For grant funded employees, approval is at the grant holder's discretion and based on project demands and grant funding guidelines.

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EMPLOYEE BENEFITS WHILE ON LEAVE

1. Group Insurance Benefits

- a) An employee on an extended paid leave, or on compassionate, maternity or parental leave, may have any or all of the group insurance benefits coverage extended for the duration of the leave, provided the employee pays the employee portion of the premium costs as per the cost sharing arrangements in effect at the time.
- b) An employee who is on an unpaid leave of absence, except compassionate, maternity or parental leave, may have any or all of the group insurance benefits coverage extended for the duration of the leave, provided the employee pre-pays the employee and employer portions of the premium costs in effect at the time.

2. Pension Plan

- a) An employee on a paid leave of absence shall continue to make contributions and accrue service in the plan based on the salary in effect during the leave.
- b) An employee on an unpaid leave, compassionate, maternity or parental leave, has the option of maintaining contributions and accruing service during the period of leave, provided the employee makes the required employee and employer contributions to the plan based on the salary in effect immediately prior to the commencement of the leave.

RESPONSIBILITIES

1. It is the responsibility of the employee to make application for leave as per these procedures, and to record such leave on the appropriate leave forms and submit to HR.
2. It is the responsibility of the supervisor to approve short-term leaves as per these procedures.
3. It is the responsibility of the Division Head to approve personal leaves of absences without pay, and to approve paid leave as per these procedures
4. It is the responsibility of the Human Resource department to:
 - advise employees, supervisors and Division Heads as per these procedures
 - interpret this policy

October 30th, 2014

HR/officer/policies/Pol_Leave