

Section III

Part 6

CLS Paid Sick Leave, CLS Attendance Management Program, and Other Leaves of Absence

CLS requires you to attend work regularly, to be on time and to fill shifts to which you have committed.

We recognize there may be times when you have to be away from work due to illness or other legitimate reasons. Please read on to learn what you are entitled to under Employment Standards and how the CLS may provide for your absence beyond what is legislated. To help you, we also provide some general information about paid benefits through Employment Insurance, for which you may be eligible. It is up to you to decide if you will make a claim so we urge you to contact Employment Insurance without delay so you can avoid any misunderstandings about coverage or delays in payments to you. Ask your Coordinator or contact Employee Services if you have questions about your leave of absence.

Our Paid Sick Leave Policy

Employment Standards does not require employers to provide paid sick leave to employees. However, if you are a permanent full time or permanent part time employee the CLS will provide you with paid sick leave in accordance with the policy and procedures outlined below:

Who qualifies

- PFT and PPT employees.
- Relief employees do not qualify for paid sick leave.
- Employees hired to the CLS to temporary positions do not qualify for paid sick leave.

What is sick time paid for?

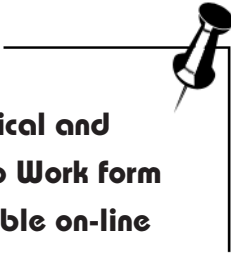
- Sick leave with pay is only payable to you because of personal illness or injury and, therefore, is monitored by management in order

to prevent misuse or abuse. *(For family illnesses or responsibilities, please see Compassionate Care Leave and Family Responsibility Leave below.)*



What you need to do

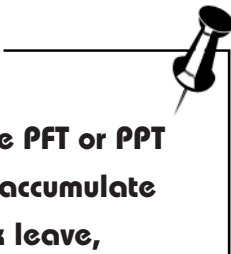
- Sick leave with pay will not be paid for time lost due to illness on scheduled rest days, vacation or during any leave of absence.
- Sick leave with pay will not be paid for elective cosmetic surgery including laser surgery or for any complications arising as a result of this type of surgery. If you are planning elective surgery, please contact Employee Services for clarification of this policy.
- Paid sick leave is only payable to you for your own permanently scheduled shifts. If you are PFT or PPT and occasionally sign up for a relief shift or cover a shift for a co-worker, you are not eligible for paid sick leave for those relief shifts should you become ill.
- Paid sick leave is only payable to you if you are unable, due to illness, injury or medical procedure, to work at any CLS location or for any other employer.



CLS Medical and Return to Work form is available on-line at www.cls-bc.org

Responsibilities

- Coordinators are responsible for checking timesheets to ensure paid sick leave is only claimed for a PFT or PPT employee’s own permanently scheduled shifts missed due to personal illness.
- For all absences of an employee due to illness for more than 7 consecutive calendar days from the first day of illness, Coordinators must ensure the employee submits a completed CLS Medical and Transitional Work Strategy form to the office.
- For all absences due to illness for more than 7 consecutive calendar days from the first day of illness, you will be required to provide a completed CLS Medical and Transitional Work Strategy form to the office. For shorter absences, you may be required to submit a doctor’s note (or the CLS Medical and Transitional Work Strategy form) stating the general nature of your illness and anticipated date of return. If you fail to meet these requirements, or abuse the sick leave program, you will be subject to disciplinary action, up to and including dismissal.
- CLS will reimburse your physician up to the amount of the current fee they are allowed to bill to the medical services plan. This amount is noted on the bottom of the CLS Medical and Transitional Work Strategy form. Ask your doctor’s office to fax their invoice for this amount to CLS. We will arrange for direct payment to your doctor. You are responsible to pay your doctor for any amount in excess of the maximum allowed by the medical services plan



If you are PFT or PPT you will accumulate paid sick leave, starting 13 pay periods after the pay period in which you were hired

If you are too ill to attend a physician inform Employee Services directly. We will require your permission to connect with your doctor to get the medical form filled out.

If you have any questions about completion of CLS medical forms, contact Employee Services.

CLS reserves the right to request a doctor's note or the CLS Medical and Transitional Work Strategy form as part of the CLS Attendance Management Program.

Accumulation of your sick bank

- Following 13 pay periods after the pay period in which you were hired, sick leave credits will start to accumulate at the rate of 1 hour for every 20 hours worked up to a maximum of 4 hours per pay period. Flat rate overnights are counted by the equivalent hours.
- Sick leave credits can accumulate to a maximum of one thousand (1,000) hours at any one time. Sick leave credits are carried forward each year.

Payment of your sick bank

- Any hours granted as paid sick leave will be deducted from your current sick leave credits. Your sick leave credits will provide for one hundred percent (100%) of your regular wages for scheduled hours of work lost due to sickness, up to the current credits you have accumulated and to a maximum of 1,000 hours.
- Sick leave with pay will not be granted in advance of credits earned.
- If you have received paid sick leave and have a legally enforceable claim to compensation or damages for lost wages during the same period (e.g. an ICBC, WSBC or LTD claim) you must take all necessary steps to enforce the claim. For ICBC claims, CLS requires you to fill out and sign the CLS Application for Release of Sick Bank, in order for you to receive paid sick pay. If you receive any payment for lost wages from any other source you are responsible to reimburse the CLS for sick leave pay received. Your sick leave bank will then be credited by the equivalent number of hours represented by this payment from a third party. CLS is not responsible for your lawyer's fees and disbursements.
- You are not entitled to cash out your sick bank upon leaving employment with the CLS or at any other time.



A Reminder—CLS requires you to attend work on a regular basis. This requirement includes regularly scheduled shifts and any other shifts to which you may have committed.



Repayment of your sick bank is necessary if you receive payment for lost wages from any other source. CLS Application for Release of Sick Bank is available on-line at www.cls-bc.org

The Steps You Will Need To Take When You Are Absent From Work

- In all cases when you need to be absent from work due to illness you are asked to notify your Coordinator as promptly as possible, including estimating the anticipated length of your absence. This is so your shifts can be covered while you are away.

For Short Absences

- Provide the completed CLS Medical and Transitional Work Strategy form to your Coordinator or Employee Services as requested.
- It is your Coordinator's responsibility to fill out timesheets for the period of your absence and submit these to Financial Services.
- Give your Coordinator as much notice as possible prior to your return.

For Longer Absences

If you will be absent due to illness for an extended period (more than 7 consecutive calendar days from the first day of illness) the following steps should be taken:

- It is your Coordinator's responsibility to immediately inform Employee Services of the anticipated length of your absence. Coordinators will fill out timesheets as necessary as per instructions from Employee Services and will submit these to Financial Services.
- Your completed timesheets will enable the completion of a Record of Employment, if one is necessary. You will need this document for any Employment Insurance (EI) sickness benefits to which you may be entitled.
- You must have a medical doctor complete the CLS Medical and Transitional Work Strategy form and forward it to Employee Services immediately. This completed form (along with completed timesheets) is required for payment to you by CLS of any sick leave credits to which you may be entitled. If the CLS Medical and Transitional Work Strategy form is not received in the office, any pay for sick time you may have received will be deducted from a subsequent paycheque. Copies of the CLS Medical and Transitional Work Strategy form are available to you from your Coordinator, from the office or online at www.cls-bc.org.

- CLS may require you to obtain a second medical form prior to payment of sick leave credits if the information given by your doctor is considered by the CLS to be insufficient to substantiate your sick leave from work. If this is the case, the CLS may designate the physician you must attend for a second opinion. If the second medical opinion is that you are physically and mentally able to do your job, your sick leave credits will not be paid to you.
- Employee Services will send you a letter outlining the details of your leave, including your responsibility to give a minimum of one week's notice to your Coordinator and Employee Services prior to your return. This is so scheduling can be arranged smoothly. Depending on the nature of your illness, it may be requested you provide a medical clearance from your doctor before you return to work.
- If you are a full time employee on Group Insurance benefits and/or Medical Services Plan, you are required to make arrangements to pay your portion of the premium costs for applicable benefits to Financial Services. These payments are due once you no longer receive a paycheque from which your portion of the premiums can be deducted.

Making a Claim for Sickness Benefits through Employment Insurance

You may be entitled to sickness benefits through Employment Insurance if you are absent from work due to illness or injury and:

- you have depleted your CLS sick leave credits, or
- you do not have enough CLS sick leave credits to cover your anticipated sick leave, or
- you do not qualify for paid sick leave with the CLS.

Eligibility depends upon the individual case. As it is up to you to determine whether you want to apply we encourage you to:

- contact Employment Insurance without delay and speak to a representative, and
- if you do decide to make a claim, apply right away
- if you are too ill to apply, obtain assistance to contact EI and advise them of your situation.



**Contact Employment
Insurance at**

1-800.206.7218

**immediately if you
plan to make a claim
for sickness benefits.**

Or apply online at

www.ServiceCanada.gc.ca

- ensure your Coordinator has submitted completed timesheets to Financial Services in advance so your Record of Employment can be ready for you to apply for benefits.




Job descriptions are available on-line at www.cls-bc.org

Recovery

During your recovery, as you visit your doctor you should describe your particular job duties in detail to your doctor. You may use the your general job description as a guideline. Job descriptions are available on-line at www.cls-bc.org or from Employee Services.

Remember, communication is the key to a safe and positive return to work, so, as necessary, we will contact you on a regular basis and if you have any new information about your recovery, please call us and keep us informed as well.

Throughout our communications, any medical information will be communicated on a “need to know” basis only so as to protect your privacy. If you have concerns about confidentiality at any time, please call Employee Services right away.



We will accommodate a graduated or modified return to work, wherever feasible

Graduated or Accommodated Returns to Work

As you get better, it may be possible for us to accommodate your safe return to work on a graduated basis or to modified or different duties for a specified period of time. If this appears feasible, Employee Services will contact you, or you may feel free to contact us during your absence from work so we can discuss if this plan could be an option in your particular case. If you, your doctor (completion of the CLS Medical and Transitional Work Strategy form listing any limitations is necessary prior to consideration), Coordinator and Director agree, this may be a benefit for you as it minimizes the problems associated with being away from your work for an extended period of time, making it easier to return to your full-time duties. It is also a benefit to the CLS in terms of minimizing costs associated with absences from the workplace. In return, as costs are better managed, these savings can possibly be utilized in the future to offer better benefits to all CLS employees.

Full Return to Work

Prior to scheduling your return, we will need the completed CLS Medical and Transitional Work Strategy form clearing your return to work, full-time, full-duties.

It is your responsibility to provide the CLS with reasonable notice (if possible, a minimum one week) as to the date you are able to return to work. This will help your Coordinator with scheduling.

Longer Absences and Long-Term Disability

If you have a serious injury, chronic condition or illness, you may find you have to take a longer time away from work. If you are covered by CLS Group Insurance Benefits, we will send you Long-Term Disability (LTD) paperwork well in advance of your qualification date. We will call you to inform you to expect the paperwork in the mail and to complete your portion promptly and to take your physician's portion into them immediately. We encourage you to explain to your physician the importance of filling out the necessary paperwork promptly and thoroughly. This may affect your timely eligibility for long-term disability. Eligibility will depend on the carrier's review of the medical information submitted by your physician(s). CLS initiates the LTD paperwork well in advance so that your benefits will begin as soon as possible should you qualify.

As soon as you qualify for LTD payments CLS will cease paying you sick leave. For our policy on the repayment of any overpayment of sick leave to you as a result of your LTD payments being delayed, please refer to "Payment of Your Sick Bank" previously outlined in this section.

Should you qualify for LTD benefits, CLS will continue to pay your CLS Group benefits up to the end of your "own occupation" period if you are still receiving benefits. At the end of your own occupation period, if you still qualify for LTD under the "any occupation" definition, CLS will give you the option to continue on CLS Group Benefits by paying the premiums yourself. The payments must be set up as a direct debit to your banking account and you must keep your payments up to date or your CLS Group Benefits will terminate immediately. Your vacation bank will be paid out at the time you qualify for LTD under the "any occupation" definition.

Benefits for employees on Long Term Disability are terminated at age 65, when their LTD expires.

Longer Absences for Any Employee

During any long absence of any employee due to illness, Employee Services will stay in touch with you by card or by phone.

CLS Attendance Management Program

The Community Living Society introduced the CLS Attendance Management Program in 1999 to track and analyze employee absenteeism. When you are away from work, your absence affects the individuals you support. In addition, it is costly and disruptive for any organization when employees are away from work and, therefore, prudent for us to be aware of what the financial impacts are as well as the human ones. We wanted to ensure that CLS could continue to offer the valuable benefit of paid sick leave to employees who qualify (See Paid Sick Leave Policy above). Since sick leave is extremely costly, the CLS recognized that unless we are fiscally responsible in monitoring this particular benefit carefully, as well as encouraging employees to self-monitor, this important benefit would be jeopardized. As a result, the Attendance Management Program, while examining absence as a whole, has paid sick leave as a primary focus.

The general philosophy behind the CLS Attendance Management Program is that CLS encourages employees to view their sick bank as an insurance against a time when they may become seriously ill. Further, our philosophy is that paid sick time is not an entitlement to be used up and that it is only to be used for personal illness. Even when all absences are due to legitimate illnesses, the matter must be addressed if the person's sick time is excessive. CLS encourages employees to consider each absence from work carefully in order that we are able to preserve this benefit for all CLS employees who are eligible.

To manage this benefit, Financial Services produces monthly reports that summarize the number of hours each employee has worked and the number of sick hours they have been paid. These confidential reports are distributed only to Coordinators, appropriate Directors and the Director of Employee Services. A benchmark figure has been set that signals Coordinators (together with Employee Services) to review a particular employee's record of attendance. This benchmark figure is based on what CLS is able to sustain fiscally while still providing a paid sick leave benefit. Coordinators are trained in the CLS Attendance Management Program to initiate discussions with employees who have exceeded the benchmark figure and, in all cases, to be in contact with employees who are absent from work. This way, all absences and reasons for absences are accounted for and we can provide support to you during illness or other times of need.

Coordinators also explain to their teams that absences from work have an adverse affect on operations and are disruptive and harmful to the services CLS provides supported individuals. In short, it is essential that

employees be at work on a regular basis. If, after a verbal discussion, an employee's attendance record does not improve, a second discussion may follow. Then, a letter of concern is sent to the person bringing to their attention their high level of paid sick time or other time off work. If, after an agreed upon amount of time, depending on particular circumstances, no significant improvement is noted or indicated, a second letter of concern is sent to the employee, indicating that their attendance will continue to be monitored and that their employment may be in jeopardy. If improvement is not in evidence, a third letter is sent expressing that this is the employee's final opportunity to improve attendance or their employment will be terminated. Finally, if no improvement can be achieved or is likely to be achieved, CLS reserves the right to terminate employment of an employee who uses high amounts of paid sick time or takes high amounts of time off work. This type of termination is a blameless discharge.

Leaves of Absence on the Birth or Adoption of a Child

When you are an expectant parent or adopting a child, Employment Standards entitles you to unpaid pregnancy and/or parental leave of absence. In addition you may be entitled to financial assistance through Employment Insurance. Finally, the CLS provides you (the partner) one day off with pay upon the birth or adoption of your child. Please read on to best plan for your family and feel free to contact Employee Services at the office if you have any questions.

The specific information contained in the following sections of this employee handbook with regards to Employment Insurance and Employment Standards is legislated, and is subject to change from time to time.

Unpaid Leave Entitlement under Employment Standards

In accordance with the provisions of the Employment Standards Act of BC you will be granted pregnancy and parental leave of absence without pay as outlined below:

Pregnancy Leave

- As an expectant mother you are entitled to up to 17 consecutive weeks of unpaid leave, to begin no earlier than 11 weeks before the baby is due.
- Your written request for pregnancy leave, supported by a doctor's note giving your due date, should be submitted to Employee Services at least 4 weeks before you wish to begin your leave. Please

include the expected start and finish date of the leave to prevent misunderstandings.

- Your pregnancy leave may be extended by up to 6 consecutive weeks without pay if you are unable to return to work for reasons related to the birth or termination of the pregnancy. Approval for the additional leave will be granted if your written request is supported by written medical evidence supplied by your doctor.
- If you wish to return to work prior to the end of the sixth week following the birth of your child, you must submit a written request accompanied by a doctor's note stating you are able to return to work on a specified date. Your request and doctor's note should be submitted to Employee Services at least one week prior to your return.

Parental Leave

- As a birth parent or an adopting parent, you are entitled to an unpaid parental leave of up to 37 consecutive weeks
- Your parental leave will commence:
 - a) if you are the mother, immediately following the end of your pregnancy leave (this parental leave would then be only 35 weeks in duration, for a total of 52 weeks);
 - b) if you are the partner, within the fifty-two week period following the date of the birth of your child;
 - c) in the case you are an adopting parent, within the fifty-two week period after the date your adopted child is placed with you.
- Your written request for parental leave, supported by a doctor's note giving the estimated date of birth or other evidence of your entitlement to leave, should be submitted to Employee Services at least 4 weeks before you wish to begin your leave. Please include the start and finish date of the leave to prevent misunderstandings.
- A request for parental leave is separate from a pregnancy leave request. If you are the natural mother the two requests can be submitted together, but you should make it clear you are requesting the two leaves.
- Your parental leave may be extended by up to 5 consecutive weeks without pay if the child requires an additional period of parental care. Approval for additional leave will be granted if your written request is accompanied by written medical evidence supplied by your doctor, confirming an additional period of parental care is required.

- Both parents are entitled to take the full unpaid parental leave. However, paid parental benefits under Employment Insurance can be claimed by one parent or split between the two. (*See Maternity and/or Parental Benefits through Employment Insurance below.*)

Combined Entitlement to Leave

Your combined entitlement to unpaid pregnancy and/or parental leave shall not exceed a total of 52 weeks plus any additional pregnancy and/or parental leave you may have approved as outlined above.

If You Cannot Fulfill Your Job Duties

We may require you to take pregnancy leave if your pregnancy prevents you from reasonably performing the duties of your position.

What Happens While You are on Leave

- If you are on CLS Group Insurance benefits you must make arrangements for payment for your share of the premium costs. This allows the CLS to continue your benefits as if you were not absent. You cannot opt out of the benefits you pay a portion of (LTD and MSP) during your maternity leave. If you default on these payments your benefits will be discontinued entirely.
- If you are participating in the Registered Pension Plan Program with CLS you can continue contributions during your absence which will be matched by CLS up to 3%. Alternatively, you may elect to discontinue contributions until you return in which case there will be no matching contribution by CLS. Employee Services will discuss your options with you.
- Your position and salary will be protected for the length of your leave, subject to certain exceptions arising out of circumstances beyond our control.
- You are asked to confirm your return to work date with your Coordinator or Director and Employee Services two months prior to your return to facilitate scheduling.

Maternity and/or Parental Benefits through Employment Insurance

The specific information contained below is legislated and is, therefore, subject to change from time to time.

Application for paid maternity and/or parental benefits through Employment Insurance is your responsibility. Each case is different so we encourage you to:




Contact Employment Insurance at 1-800.206.7218 immediately if you plan to make a claim for maternity or parental benefits. Or apply online at www.ServiceCanada.gc.ca

- Call Employment Insurance well in advance of your leave to find out how and when to apply and to determine your eligibility.
- Submit or have your Coordinator or Director submit your final timesheet with your Coordinator's or Director's approval to Financial Services *as soon as possible* in order for your Record of Employment to be ready for you to apply for EI benefits.
- Go online via the CLS website www.cls-bc.org where you can apply for benefits online. Alternatively, go to EI to apply.
- Be aware your maternity and/or parental benefits through EI do not automatically cover the same period of time as your unpaid pregnancy and/or parental leave through Employment Standards.

Remember, each case is different so check with Employment Insurance.

Partner's Time off with Pay

Although not legislated by Employment Standards, if you are a permanent full time or part time employee and have completed six months of service the CLS will provide you (the partner) with a paid leave of absence of one day. This is for your regular shift up to a maximum of twelve hours. This one day paid leave may be taken around the time of the birth or adoption of your child. Ask your Coordinator or Director to complete your timesheet appropriately. If you have a question with regard to your eligibility for this leave please contact Employee Services.



Contact Employment Insurance
1.800.206.7218
immediately if you plan to make a claim for compassionate care benefits. Or apply online at www.ServiceCanada.gc.ca

Compassionate Care Leave

The Employment Standards Act entitles you to take compassionate care leave to provide care and support to a family member in situations where the family member is gravely ill with a significant risk of death within 26 weeks. Please read on to make the best arrangements for your family during a difficult time and feel free to contact Employee Services at the office if you have any questions.

The specific information contained in the following sections of the Handbook with regards to Employment Insurance and Employment Standards is legislated, and is subject to change from time to time.

Unpaid Leave Entitlement under Employment Standards

In accordance with the provisions of the Employment Standards Act of BC you will be granted compassionate care leave of absence without pay as outlined below:

Entitlement to the leave:

- You are entitled to take up to eight weeks of compassionate care leave within the 26-week period.
- All CLS employees are entitled to take this **unpaid** leave. You do not have to work for a specified period to qualify for leave.
- “Family member” means a member of your immediate family or a “prescribed class” as defined by Employment Standards and Employment Insurance.

Setting up and starting your leave:

- You must get a certificate from a medical practitioner stating that your family member has a serious medical condition with a significant risk of death within 26 weeks.
- You must request leave from the Community Living Society. For scheduling purposes, please speak to your Coordinator and Employee Services when you first become aware of a possible need for a compassionate leave.
- You may begin your leave prior to obtaining the medical certificate, but you are required to give the CLS a copy of the certificate as soon as it is reasonably possible to do so.
- The 26-week period begins when a medical practitioner issues a certificate to you and you give a copy to the CLS, or the first time you take a leave, whichever comes first. If you take a leave before getting the certificate, that leave will be included in the 26-week period covered by the certificate.
- Leaves must be taken in units of at least a week. A “week” starts on Sunday. This means that the 26-week period will start to run from the Sunday of the week that the certificate is issued, or from the Sunday of the week that you first took leave. It also means that if you need two days of leave in the same week, a week of leave will be deemed to have been used.

Ending the leave:

The leave can come to an end in three ways, whichever comes first.

- On the last day of the week in which the family member dies.
- After you have had eight weeks off within the period of 26 weeks. The CLS will not have to grant any more leave during that 26-week period.

- Twenty-six weeks after the period begins. Even if you have not taken eight weeks of leave, the CLS is not required to grant any more leave until you are able to provide another medical certificate.

If your family member does not die within the 26-week period, you may take a further leave after obtaining a new medical certificate stating that the family member has a serious medical condition with significant risk of death within 26 weeks.

What Happens While You are on Leave

- If you are on CLS Group Insurance Benefits you must make arrangements for payment for your share of the premium costs (MSP and LTD). This allows the CLS to continue your benefits as if you were not absent.
- If you are participating in the Registered Pension Plan Program with CLS you can continue contributions during your absence which will be matched by CLS up to 3%. Alternatively, you may elect to discontinue contributions until you return in which case there will be no matching contribution by CLS. Employee Services will discuss your options with you.
- Your position and salary will be protected for the length of your leave, subject to certain exceptions arising out of circumstances beyond our control.
- You are asked to confirm your return to work with Coordinator, Regional Coordinator or Employee Services as soon as possible prior to your return to facilitate scheduling.

Compassionate Care Benefits through Employment Insurance

Application for paid compassionate care benefits through Employment Insurance is your responsibility. Each case is different so we encourage you to:

- Be aware your paid compassionate care benefits through EI do not automatically cover the same period of time as your unpaid leave through Employment Standards.
- Call Employment Insurance as soon as you are aware of the possible need for a compassionate leave to find out how and when to apply and to determine your eligibility.
- Submit or have your Coordinator or Director submit your final timesheet with your Coordinator's or Director's approval to

Financial Services *as soon as possible* in order for your Record of Employment to be ready for you to apply for EI benefits.

- Go online via the CLS website www.cls-bc.org where you can apply for benefits by following the links. Alternatively, go to an Employment Insurance office personally to apply or apply online at www.ServiceCanada.gc.ca.

Remember, each case is different so check with Employment Insurance.

Bereavement Leave

The Employment Standards Act legislates employers to provide employees with up to three days of unpaid leave on the death of an immediate family member. If you have not completed your probationary period you qualify for unpaid bereavement leave as per the Act. If you have successfully completed your probation the CLS provides you with up to three days of paid leave on the death of a member of your immediate family. The purpose of this time off work is to support you to attend the necessary functions. The three days refers to three regularly scheduled consecutive shifts up to a maximum of 8 hours per day (i.e. up to 24 hours total paid compassionate leave if required). These shifts must be taken within 7 days of the death of the family member.

To clarify, consider the following examples:

While there is a 24 hours maximum paid, that does not mean that in all circumstances an employee will need to be paid for 24 hours. For example, if a PPT employee only works 1 or 2 regularly scheduled shifts and someone in their family or covered under the policy dies, depending on the timing of the death, funeral, and nature of the relationship, that employee may not require any paid bereavement leave at all. Keep in mind that this time off is to support you to attend the necessary functions.

Another employee may only miss 1 or 2 regularly scheduled consecutive shifts due to bereavement, for a total of say, 14 hours.

Finally, in all circumstances, if an employee is off due to bereavement during a regularly scheduled shift and that shift is longer than 8 hours, the employee will only be paid for 8 hours. The employee may wish to supplement lost income hours with vacation time.

Your immediate family includes parent, sibling, partner, child, guardian, grandchild or grandparent, and any person who lives with you as a member of your family.

Ask your Coordinator to call Employee Services for approval of your bereavement leave. Employee Services will then assist your Coordinator to fill out the timesheet appropriately. All bereavement leaves must be approved by Employee Services.

Additional bereavement leave without pay may be requested and will be considered on a case-by-case basis.

Family Responsibility Leave

Under the Employment Standards Act, you are entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities related to the care, health, or education of a child in your care or to the care or health of any other member of your immediate family. Your immediate family includes parent, sibling, partner, child, guardian, grandchild or grandparent, and any person who lives with you as a member of your family.

Sometimes an emergency may prevent you being able to give notice to your Coordinator. However, we request that, whenever possible, advance notice is given when requesting a Family Responsibility leave day. (*See Section III, Part 4.*)

Court Appearances

Jury Duty Leave

Employment Standards requires employers to grant employees unpaid leave to perform jury duty. We recognize it is your civic responsibility and CLS wants to support your obligation to perform jury duty when it does not create financial hardship for yourself or undue hardship for your team and those you support. If you are called for jury duty, please discuss the situation immediately with your supervisor. It can then be assessed whether you wish to have support to either decline or go ahead. If you are a full time or part time employee and have completed your six month probationary period, and are required in court on days you are permanently scheduled to work, the CLS will pay your regular wages and benefits. If you are paid by the court for these days, this money, other than money provided for travel and meal expenses, must be remitted to the CLS, up to your regular pay rate. If you have not

completed your probationary period any time you take off for Jury Duty will be unpaid.

Work-Related Court Appearances

If you are required to be part of a court proceeding connected to your job with the CLS you will be paid for the hours you are required to attend court up to the maximum of your regular shift and at your regular rate.

Non Work-Related Court Appearances

Time away from work for any non-work related incidents or accidents involving you and/or co-workers in ICBC claims or other types of lawsuits will not be paid by the CLS.

Personal Unpaid Leaves of Absence

We recognize there are times when you may have personal reasons to request an extended unpaid leave of absence from work. If you are a permanent full time or permanent part time employee we define an unpaid leave of absence as any absence from work (other than a sick leave or pregnancy and/or parental leave) when you will go longer than 7 days without pay or without receiving vacation pay from the CLS.

In order to apply for a personal unpaid leave you must have completed five full years of employment with CLS. After five years you may apply for up to six months unpaid leave every second calendar year. Your request must be for personal rejuvenation and not for paid work with another employer.

We will consider your request, taking into consideration the effect your absence may have on the supported individual(s) and your team. Depending on the circumstances at the time, your leave may or may not be approved. We will endeavour to be consistent in our evaluation of all requests; however, the first priority will always be the welfare of the individuals you support.

Please read on to learn how to apply and what happens while you are away.

How to Apply

- We ask you to complete the Personal Unpaid Leave of Absence Approval form at least 60 days in advance of the requested leave and submit it to Employee Services. Sufficient notice is necessary to ensure qualified replacement staff are available and, if you are on



**Personal Unpaid
Leave of Absence
Approval form is
available on-line at
www.cls-bc.org**

CLS Group Insurance benefits, for us to work out arrangements for the necessary prepayments of all benefits you must make for continuation of your benefits during your absence.

- Employee Services will review your request with your Coordinator and Director when it may be approved or not depending on the circumstances. Until this review is complete and approval given, you must not make plans for your leave as CLS cannot accept responsibility for any trip cancellations.
- In cases of emergency you may verbally request a leave without pay from your immediate Coordinator or Director. Such a request still requires the approval of your Coordinator and Director.

If you are Permanent Part Time

- You must have completed your 6 month probationary period as a CLS employee.
- Your Coordinator, Director and Employee Services will review your request once your completed Personal Unpaid Leave of Absence form has been received by Employee Services. Until this complete review has taken place, no approval has been given.
- You will be required to use up your vacation bank prior to the commencement of your unpaid leave. An exception to this may be made in the case of an emergency or illness in your family.

If you are Permanent Full Time**Prepayment of the total costs of your benefits coverage for your absence is required, depending on the length of your absence.**

- You must have completed your 6 month probationary period as a CLS employee.
- Your Coordinator, Director and Employee Services will review your request once your completed Personal Unpaid Leave of Absence form has been received. If you are not yet on CLS Group Insurance Benefits your Coordinator will inform you of the decision once notified by Employee Services. If they approve and you are on CLS Group Benefits:
 - If your unpaid leave will not exceed 29 consecutive calendar days you may only be required to authorize payment for LTD and MSP premiums while you are away. Employee Services will notify you and explain how to do this, as well as how to complete your timesheets.
 - If you are going to be absent from work on an unpaid leave for 30 consecutive calendar days or more, you will be required

to prepay all of your benefits in a lump sum before you leave. This amount will include your LTD (Long Term Disability) premium, both your portion and the CLS portion of the MSP (Medical Services Plan) premium, and the premium that CLS pays for your Extended Health.

You must work with your Coordinator(s) to ensure:

that your timesheets with all days worked and last day worked are marked and initialed,

that all vacation is marked and initialed,

that return to work date and corresponding pay period is noted at the bottom of the last timesheet submitted, and

that they are submitted to Finance at least 2 weeks in advance of your leaving work. This is so that Finance can calculate the amount you will need to pay and for you to make arrangements for the prepayment. It is not necessary to submit timesheets for unpaid absence.

- If you are absent from work and unpaid for 30 consecutive calendar days and this has not been approved through the above procedure, you will be required to pay the calculated amount owing for your benefits upon your return to work. Your unapproved, unpaid leave of absence will become apparent to Finance when they administer their collection of the various premiums from full-time employees.
- You will be required to use up your vacation bank prior to the commencement of your unpaid leave. An exception to this may be made in the case of an emergency or illness in your family. Vacation should be marked for your regularly scheduled shifts.
- Employee Services will confirm final details of your leave with you.

Before You Leave

- Be aware your Extended Health coverage becomes null and void if you do not have provincial health care coverage (MSP). Enrollment in and coverage under MSP is entirely your own responsibility.
- Be aware that, if you are on an unpaid leave, your group insurance benefits are limited to a stay abroad that must not exceed 3 months.
- Be aware if you are travelling out of province as an “active” employee (that is, you are receiving vacation pay) and are covered under our Group benefits, the Out-of-Province Emergency and



**Call MSP at
604.683.7151
or check the
CLS website
www.cls-bc.org
for the MSP link.**

Travel Assistance Benefit has a 6 month limit. Your 6 months of coverage starts on the day you or your insured dependent departs from BC. To be insured for this benefit you and your insured dependent must have provincial health care coverage (MSP).

- It is your responsibility to make arrangements for any additional coverage if you or an insured dependent will be out of the province for more than 3 months while on an unpaid leave of absence. Contact the benefits carrier for more information.
- Additionally, it is your responsibility to make sure any other monies owing to Financial Services are provided for in advance of beginning your leave.

**For WSBC Leaves and ICBC Leaves of Absence
see Health and Safety Section.**