

APPLICATION

- 6.1 This policy applies to all employees as specified in the different annexes except where a collective agreement is in force.

APPROVAL AUTHORITY

Chief Executive Officer (CEO) or delegate

OPI

Chief Human Resources Officer (CHRO)

ENQUIRIES

- 6.2 All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the OPI.

DEFINITIONS

- 6.3 The following vocabulary is referred to throughout the policy:
- Common-law partner (Conjoint de fait) means a person living in a conjugal relationship with an employee for a continuous period of at least one (1) year.
 - Continuous service (Service continu) is the total length of uninterrupted time an employee has been employed with NPF. Except as otherwise specified, periods of leave without pay shall not be counted as part of continuous service.
 - Spouse (Conjoint): Spouse will be interpreted to include common-law partner.

POLICY OBJECTIVE

- 6.4 The objective of this policy is to establish leave entitlements and administration requirements for the following types of leave described at the indicated annexes:
- designated holidays – Annex A;
 - vacation leave – Annex B;
 - illness-related leave including sick leave and work-related illness and injury – Annex C;
 - leave for family-related matters including pregnancy and parental leave, family-related/emergency beyond control of the employee leave, compassionate care leave and bereavement leave – Annex D;
 - other types of leave including jury duty and court leave, military leave, personal day leave, leave of absence without pay and spousal relocation leave – Annex E.

GENERAL POLICY

- 6.5 The following leave requests should be submitted and approved online by using Workforce EmpCenter:
- a. Bereavement;
 - b. Court and Jury Duty;
 - c. Family Related/Emergency Beyond Control of the employee;
 - d. Sick leave for periods of five (5) days or less;
 - e. Vacation;
 - f. Leave without pay for periods of two (2) weeks or less; and
 - g. Personal Day.
- 6.6 All other requests with the exception of Request for leave without pay for Occupational Illness and Injury must be submitted and approved by using the Request for Leave form in Annex F.
- 6.7 Except as otherwise noted, the granting of leave is at the discretion of management and such determination is based on reasonable operational requirements.
- 6.8 An employee shall not be paid for more than one type of leave for the same time period.
- 6.9 Pay entitlements for all leave with pay and designated holiday pay will be prorated based on the hours worked in the two (2) pay periods preceding the leave for all employees who do not regularly work the full 40 or 37.5 hours per week, or for employees who do not receive a fixed percentage of their hours as payment, as applicable.

RESPONSIBILITIES

- 6.10 The levels of responsibilities are as follows:
- a. operational managers are responsible for ensuring the application of this policy;
 - b. HRMs and RMHRs are responsible for monitoring the application of this policy

REFERENCES

- 6.11 The following legislation is relevant to the content of this policy:
- *Canadian Human Rights Act*
 - *Employment Insurance Act*
 - Provincial Worker's Compensation Acts
 - *National Defence Act*
 - *Government Employees Compensation Act*
 - *Holidays Act*

ANNEXES

6.12 The attachments listed below are part of this policy.

- Annex A - Designated Holidays
- Annex B - Vacation Leave
- Annex C - Illness-related Leave
- Annex D - Leave for family-related matters
- Annex E - Other Types of Leave
- Annex F - Request for Leave
- Annex G - Vacation Carry-Over Request

ANNEX 6-A

DESIGNATED HOLIDAYS

- A.1 This annex outlines the entitlements, eligibility and administrative requirements for designated holidays.
- A.2 The designated holidays are:
- New Year's Day;
 - Good Friday;
 - Easter Monday;
 - Victoria Day;
 - Canada Day;
 - Civic Holiday – Saint-Jean-Baptiste in Quebec for employees working in the province of Quebec and 1st Monday in August for employees working elsewhere in Canada;
 - Labour Day;
 - National Day for Truth and Reconciliation;
 - Thanksgiving Day;
 - Remembrance Day;
 - Christmas Day; and
 - Boxing Day.
 - Any additional day when proclaimed as a National Holiday by an Act of Parliament.

DESIGNATED HOLIDAYS – FULL-TIME EMPLOYEES

- A.3 At the start of employment, full-time employees are entitled to designated holidays with pay, provided the holiday does not fall within a period of approved leave without pay and provided they work the scheduled days prior to and following the holiday, unless the absence is due to a paid leave, injury or illness as supported by a medical certificate.
- A.4 For full-time employees working in a continuous operation where operation or service is normally carried on without regards to Saturdays and Sundays or designated holidays, if a designated holiday falls on a day that is a non-working day, the employees are entitled to and shall be granted a day off with pay at a time convenient to them and the Employer.
- A.5 For full time employees working in a non-continuous operation where there are no operations or services offered on Saturdays and Sundays, if a designated holiday falls on a day that is a non-working day, the employees are entitled to and shall be granted a day off with pay at a time convenient to them and the Employer. Except that when New Year's Day, Canada Day, Remembrance Day, Christmas Day, or Boxing Day falls on a Sunday or Saturday, the employee is entitled to and shall be granted a holiday with pay on the working day immediately preceding or following the designated holiday.

DESIGNATED HOLIDAYS – PART-TIME EMPLOYEES

- A.6 Upon completion of thirty (30) calendar days of employment, part-time employees are entitled to be paid four percent (4%) of hours paid as designated holiday pay every pay period.

DESIGNATED HOLIDAYS – TEMPORARY EMPLOYEES

- A.7 Temporary employees are entitled to the following based on their length of continuous temporary employment:
- a. less than three (3) months: Paid four percent (4%) of hours paid as designated holiday pay every pay period;
 - b. three (3) months or more: Temporary employees are entitled to the provisions of designated holidays for full-time or part-time employees as applicable.

WORKING ON DESIGNATED HOLIDAYS

- A.8 When calculating designated holiday pay, overtime hours may be included as hours paid in the weekly hours, provided that the total number of hours paid does not exceed forty (40) hours per week.
- A.9 Category I employees who work on a designated holiday will be paid at the rate of one and one half (1 ½) times their rate of pay for the hours worked on that day, in addition to their applicable entitlement or may choose to be paid their regular rate of pay and be entitled to a day off with pay at a time convenient to them and the Employer.

ANNEX 6-B

VACATION LEAVE

- B.1 This annex outlines the entitlements, eligibility and administrative requirements for vacation leave.

VACATION LEAVE – FULL-TIME

- B.2 Full-time employees earn vacation leave in accordance with their length of continuous full-time service, based on their anniversary date of employment, as follows:

Category I

- in the 1st year: 10 working days
- in the 2nd to 6th year: 15 working days
- in the 7th to 15th year: 20 working days
- in the 16th and 17th year: 23 working days
- in the 18th to 26th year: 25 working days
- in the 27th year: 27 working days
- in the 28th and subsequent years: 30 working days

Category II

- in the 1st and 2nd year: 15 working days
- in the 3rd to 8th year: 20 working days
- in the 9th to 27th year: 25 working days
- in the 28th and subsequent years: 30 working days

- B.3 Vacation leave is only earned while an employee is drawing a wage or is on an authorized period of leave with pay or a period of leave without pay that does not exceed two (2) weeks. Employees on pregnancy leave or on a progressive return to work program following a Long Term Disability claim will not earn vacation leave until they are actively at work in a status that is eligible for vacation leave.

- B.4 Employees will receive the accrual of their vacation leave:
- a. at a pro-rated amount in the month of the commencement of their eligibility of vacation leave;
 - b. at a pro-rated amount in the month of their termination of employment;
 - c. at the higher rate of accrual in the month of their anniversary date of employment; and
 - d. at a pro-rated amount during the progressive return to work from LTD.

- B.5 The Employer may negotiate vacation leave to start at up to twenty (20) working days to new Category II employees that bring four (4) to six (6) years of related experience.

VACATION LEAVE – PART-TIME

- B.6 In lieu of earning vacation leave, Category I part-time employees are entitled to the following:
- in the 1st year: four percent (4%) of gross earnings;

- in the 2nd to 6th year: six percent (6%) of gross earnings;
- in the 7th to 15th year: eight percent (8%) of gross earnings;
- in the 16th to 17th year: nine percent (9%) of gross earnings;
- in the 18th to 26th year: ten percent (10%) of gross earnings;
- in the 27th year: eleven percent (11%) of gross earnings; and
- in the 28th and subsequent years: twelve percent (12%) of gross earnings.

B.7 In lieu of earning vacation leave, Category II part-time employees are entitled to the following:

- in the 1st and 2nd year: six percent (6%) of gross earnings;
- in the 3rd to 8th year: eight percent (8%) of gross earnings;
- in the 9th to 27th year: ten percent (10%) of gross earnings; and
- in the 28th and subsequent years: twelve percent (12%) of gross earnings.

B.8 Vacation pay for all part-time employees shall be paid out in each biweekly pay.

VACATION LEAVE – TEMPORARY EMPLOYEES

B.9 Temporary employees are entitled to the following based on their length of continuous temporary employment:

- a. Less than three (3) months CAT I employees are entitled to four percent (4%) of their gross earnings and CAT II employees are entitled to six percent (6%) of their gross earnings paid out in each bi-weekly pay;
- b. Three (3) months or more: temporary employees are entitled to the provisions of vacation leave for full-time or part-time employees as applicable.

VACATION LEAVE – CASUAL EMPLOYEES

B.10 Casual CAT I employees are entitled to four percent (4%) of their gross earnings and casual CAT II employees are entitled to six percent (6%) of their gross earnings paid out in each bi-weekly pay;

CHANGE OF STATUS

B.11 Following a change in category or employment status for which there is no break in service, an employee's previous service will be counted towards the calculation of their vacation leave. Casual employment is excluded from this calculation.

MANAGEMENT OF VACATION LEAVE

B.12 Subject to operational requirements, vacation may be taken in hourly increments.

B.13 Under normal circumstances, full-time employees are to take their earned vacation leave in the calendar year in which it is earned, to the extent it has been earned.

B.14 At the sole discretion of the Employer, the manager with the delegated HR authority may allow employees to take vacation leave that has not yet been earned, to the maximum of their annual vacation entitlement. However, when employees have taken more annual leave than they have earned at the time their employment ends, they will be required to repay the Employer for the annual leave that they took but did not earn.

B.15 At the end of the calendar year, if an employee's vacation leave balance exceeds ten (10)

days, the Vacation Carry-over Request form, available at Annex G must be submitted to the manager with the appropriate delegated authority for approval.

- B.16 It is recognized that efforts to use the vacation leave carried over may not always be achievable without a negative impact on operations. The manager with the appropriate delegated authority, in exceptional circumstances, may approve an employee's written request to have their leave paid out to them.
- B.17 Full-time employees shall have their vacation leave converted to sick leave when they become sick while on vacation. A medical certificate may be requested by management in order to make the adjustment.
- B.18 On termination of employment, the employee is entitled to receive a pay-out equivalent to the value of earned vacation leave, at the current rate of pay

RECOGNITION OF PRIOR SERVICE OF FAMILIES OF CANADIAN FORCES MEMBERS

- B.19 Full time employees who are dependents of a CAF member and experience a break in service solely as a result of being posted from one location to another, will have their previous service counted for the purpose of vacation leave.
- B.20 Part time and Casual employees who are dependents of a CAF member and experience a break in service of two (2) years or less solely as a result of being posted from one location to another, will have their previous service counted for the purpose of vacation leave.

RECOGNITION FOR PRIOR SERVICE IN THE CANADIAN ARMED FORCES (CAF)

- B.21 For the purpose of calculating vacation leave entitlement, NPF will recognize any former service in the CAF for a continuous period of six (6) months or more, either as a member of the Regular Force or of the Reserve Force while on Class B or C service.
- B.22 Prior, current or future CAF service earned during any period where the employee also earned or received vacation pay with/from NPF does not count as qualifying CAF service.
- B.23 Eligible employees will need to fill the Request for Recognition of Prior Service in Canadian Forces for Vacation Purposes and provide the local Human Resources Office with an acceptable record of their prior service as a former member of the CAF. Acceptable records includes confirmation of:
 - a. service as a contributor under the *Canadian Forces Superannuation Act*;
 - b. service that has been elected as pensionable service under clause 6.(1)(b)(iii)(C) of the *Public Service Superannuation Act*; or
 - c. service as Reserve Force Class B or C for which (a) and (b) do not apply, that can be validated to the satisfaction of the Employer.

ANNEX 6-C

ILLNESS-RELATED LEAVE

- C.1 This annex outlines the entitlements, eligibility and administrative requirements for illness-related leave

SICK LEAVE

- C.2 Full-time employees who are medically unable/unfit to work because of non-occupational illnesses or injuries are entitled to take up to seventeen (17) consecutive weeks of sick leave at full pay upon commencement of employment.
- C.3 Employee must contact their manager prior to their start time on the first day of absence to notify them of the absence and the expected return date.
- C.4 For absences of five (5) days or less, an employee may be required by the Employer to provide, at their own expense, a medical certificate, originally dated and signed by a physician that confirms that they were medically unable to work during the period in question.
- C.5 If the absence is expected to be in excess of five (5) consecutive working days, full time employees are to follow the Return to Work Support Program (RTWSP) requirements.
- C.6 When the employee is eligible to receive income replacement benefits from a third party source (for e.g. provincial or private car insurance, crime victims compensation, etc.) while on sick leave, they must:
 - a. notify the Employer of this possibility and must apply for such income replacement benefits, and
 - b. notify the Employer if he/she receives income replacement benefits from a third party source while on sick leave in order for paid sick leave to be offset/reduced accordingly.
- C.7 Managers and employees may refer to the Return to Work policy and Employment Accommodation policy for additional information on absences relating to non-occupational illnesses and injuries.
- C.8 Full time temporary employees of less than three (3) months and part-time employees are not eligible for paid sick leave but must notify their manager of the absence and they may be asked to provide medical documentation
- C.9 Employees on leave without pay (including pregnancy or parental leave) are not eligible for paid sick leave.

REINSTATEMENT OF SICK LEAVE

- C.10 An employee who:
 - a. was on an approved leave without pay will have their full paid sick leave benefits reinstated the day after the end of the approved leave without pay provided that the employee return to a regular full-time employment for seven (7) consecutive calendar days;
 - b. has taken less than seventeen (17) weeks of sick leave for an illness/injury will have their full paid sick leave benefits reinstated after they have returned from sick leave to regular full-time employment for thirty (30) consecutive calendar days for the same illness/injury or seven (7) consecutive calendar days for a new illness/injury;
 - c. has taken seventeen (17) weeks of sick leave for an illness/injury will have their full paid sick leave benefits reinstated after they have returned from sick leave or Long Term Disability (LTD) to regular full-time employment for seventeen (17) consecutive

weeks for the same illness/injury or seven (7) consecutive calendar days for a new illness/injury.

LONG TERM DISABILITY

- C.11 If an employee has exhausted their sick leave benefits under this policy and remains medically unable to work due to the same illness/injury, he/she may be eligible for Long Term Disability (LTD) benefits provided that they meet the eligibility criteria of the LTD Plan.
- C.12 Length of service continues to accrue during approved absences of Long Term Disability.
- C.13 Vacation accrual is suspended while an employee is on LTD.
- C.14 Accumulated vacations balances may be paid out at the request of the employee either at the end of the sick leave period or during the period of LTD. The Employer may also initiate a vacation payout if it is unlikely the employee will return to work.
- C.15 An employee is not eligible to take vacation days in order to delay the commencement of the LTD benefit.

REPLACEMENT OF ABSENT EMPLOYEES

- C.16 The manager with the appropriate authority may initiate the temporary replacement of absent employees by completing the Recruitment Request Form available in the Talent Acquisition Policy.
- C.17 When an employee is on sick leave for a period in excess of 5 working days, managers may be able to obtain corporate funding to cover all or a portion of the cost of the replacement of employees.

OCCUPATIONAL ILLNESS AND INJURY

- C.18 An employee who is unable to work because of an occupational illness or injury may be granted a leave of absence without pay for occupational illness and injury pending the adjudication of their worker's compensation claim.
- C.19 Upon the completion and submission of the appropriate documentation, the employee may be eligible to receive, from the *Government Employees Compensation Act* (GECA), wage replacement payments equal to those provided for under provincial workers' compensation legislation. When required by provincial workers compensation legislation, the Employer will pay the Employee's salary during the waiting period.
- C.20 An employee who is unable to work as a result of an occupational illness or injury must contact the Employer prior to the start time on the first day of their absence or as soon as possible to notify them of the illness/injury and complete the appropriate documentation.
- C.21 Length of service continues to accrue during absences for occupational illness and injury
- C.22 An employee on a leave of absence without pay for occupational illness and injury for less than two (2) weeks must continue group benefits by paying their share of premiums.
- C.23 An employee on a leave of absence without pay for occupational illness and injury exceeding two (2) weeks may continue group benefits while awaiting the adjudication of their claim provided the employee pays their share of premiums and the Employer shall pay its share of the premiums. Pension contributions will be temporarily suspended while awaiting a Worker's Compensation Board decision. Following the decision, the responsibility for the payment of pension contributions will be determined by the type of leave selected.

- C.24 Once a Worker's Compensation Board decision has been rendered and a claim approved, an employee may continue group benefits provided that they continue to pay their share of the premiums; the Employer shall pay its share of the premiums. The Employer will pay both the employee's and its share of the pension contributions. In the event that the claim is denied, the employee must elect a different type of leave and the responsibility for the payment of pension contributions and benefit premium will be determined by the type of leave selected.
- C.25 An employee's election to either continue or suspend group benefits for the duration of the leave of absence for occupational illness or injury is irrevocable and binding. An elected option cannot be changed after the absence has commenced.
- C.26 Where reasonably practicable, and as required by legislation, (the *Government Employees Compensation Act (GECA)*) and/or the *Canadian Human Rights Act*), an employee shall be reinstated following an occupational illness or injury.
- C.27 Managers and employees may refer to the Return to Work Policy and Employment Accommodation Policy for additional information on absences relating to occupational illnesses and injuries.

ANNEX 6-D

FAMILY-RELATED MATTERS

- D.1 This annex outlines the entitlements, eligibility and administrative requirements for family-related matters including pregnancy and parental leave, family related/ emergency beyond the control of the employee, compassionate care leave and bereavement leave.

PREGNANCY, PARENTAL, ADOPTION, PATERNITY LEAVE

- D.2 A full-time and part-time employee, who has completed six (6) consecutive months of employment with NPF is entitled to a leave without pay as follows:

PREGNANCY LEAVE

- D.3 A full-time or part-time employee shall be granted a pregnancy leave of absence without pay when the employee provides their Employer with a certificate of a qualified medical Practitioner confirming the employee's pregnancy. The duration of the leave is set out in accordance with the provisions of the Canada Employment Insurance program or the Québec Parental Insurance Plan as follows:
- a. An employee residing outside of Quebec shall be granted up to seventeen (17) weeks, which leave may commence no earlier than twelve (12) weeks prior to the estimated date of birth and end no later than seventeen (17) weeks following the birth of the child.
 - b. An employee residing in Quebec shall be granted up to eighteen (18) weeks, which leave may commence no earlier than sixteen (16) weeks prior to the estimated date of the birth and end no later than twenty (20) weeks following the birth of the child.
- D.4 The end of the pregnancy leave can be extended depending on unique circumstances such as the hospitalization of the newborn. Employee must consult the Canada Employment Insurance program or the Québec Parental Insurance Plan for more information on eligibility and inform their local HR Office if they are approved for another type of leave under the Employment Insurance program.

PARENTAL LEAVE

- D.5 A full-time or part-time employee that has, or will have, the actual care of a newborn child shall be granted a leave of absence without pay from employment as follows:
- a. an employee residing outside of Quebec shall be granted up to sixty-one (61) weeks. The leave may be taken at any time in the fifty-two (52) weeks following the birth of the child and may not be split into more than one (1) increment per employee per birth.
 - b. an employee residing in Quebec shall be granted up to forty-two (42) weeks. The leave may be taken at any time in the seventy-eight (78) weeks following the birth of the child and may not be split into more than one (1) increment per employee per birth.
- D.6 The leave period may commence as the employee elects:
- a. **in the case of the parent who gave birth:** on the expiration of any leave of absence for pregnancy purposes;
 - b. **in the case of the parent who did not give birth and who is registered on the birth certificate:** on the expiration of the pregnancy leave.
- D.7 The combined amount of leave of absence without pay that may be taken by two (2) NPF employees for parental leave will not exceed sixty-one (61) weeks for employees residing outside of Quebec and seventy-eight (78) weeks for employees residing in Quebec.

ADOPTION LEAVE

- D.8 A full-time or part-time employee shall be granted adoption leave without pay when a child arrives for adoption. The duration of the leave is set out in accordance with the provisions of the Canada Employment Insurance program or the Québec Parental Insurance Plan as follows:
- a. an employee residing outside of Quebec shall be granted up to sixty-one (61) weeks. The leave may be taken at any time in the fifty-two (52) weeks following the time the child is entrusted to the adoptive parent(s);
 - b. an employee residing in Quebec shall be granted up to sixty (60) weeks. The leave may be taken at any time in the seventy-eight (78) weeks following the time the child is entrusted to the adoptive parent(s).
- D.9 The combined amount of leave of absence without pay that may be taken by two (2) NPF employees for adoption leave will not exceed sixty-one (61) weeks for employees residing outside of Quebec and seventy-eight (78) for employees residing in Quebec.

PATERNITY LEAVE

- D.12 A full-time indeterminate or a part-time indeterminate employee residing outside of Quebec who is the parent who did not give birth or spouse of the parent who gave birth to a newborn child as recognized on the birth certificate shall be granted a paternity leave of absence from employment of:
- a. up to five (5) consecutive weeks, if that employee chooses to take the standard twelve (12) months of parental leave; or
 - b. up to eight (8) consecutive weeks, if that employee chooses to take the extended eighteen (18) months of parental leave, provided that the couple agrees to split the time off to care for the new child;
 - c. Both options may commence no earlier than the day of the birth of the child and end no later than fifty-two (52) weeks following the actual day of birth. This leave cannot be transferred to the parent who gave birth or shared with them.
- D.13 An employee residing in Quebec who is the parent who did not give birth or the spouse of the parent who gave birth to a newborn child as recognized on the birth certificate shall be granted a paternity leave of absence from employment of up to five (5) consecutive weeks, which leave may commence no earlier than the day of the birth of the child and end no later than seventy-eight (78) weeks following the actual day of birth. This leave cannot be transferred to the parent who gave birth or shared with them.
- D.14 An employee is to give at least four (4) weeks' notice in writing of the intent to take pregnancy, parental, adoption or paternity leave and of any change in length of leave intended to be taken.
- D.15 An employee who takes pregnancy, parental, adoption or paternity leave is required to provide the Employer at least two (2) weeks' written notice of the intent to return to work. If the employee fails to give said notice and/or fails to return to work on the expiry date of the pregnancy, parental, adoption or paternity leave, they will be considered to have voluntarily terminated their employment.
- D.16 An employee returning from pregnancy, parental, adoption or paternity leave shall be reinstated into the position occupied at the time the leave commenced, or in a comparable position in the same location, with not less than the same pay and benefits, unless other arrangements have been agreed to by all parties concerned. If during the period of leave, the pay and benefits of the group to which the employee belongs are changed, the employee is entitled, upon return from leave, to receive the same pay and benefits that the employee would have received had the employee been working when the change occurred.

- D.17 Length of service continues to accrue during absences on pregnancy, parental, adoption or paternity leave.

EMPLOYMENT INSURANCE SUPPLEMENT

- D.18 An employee who has been granted pregnancy leave shall be paid an employment insurance supplement provided that they meet the following eligibility requirements:
- a. has completed six (6) months of continuous employment before the commencement of their pregnancy leave;
 - b. provides the Employer with proof that they have applied for and is eligible to receive pregnancy benefits under the Canada Employment Insurance or the Québec Parental Insurance Plan; and
 - c. following their pregnancy and/or parental leave, they must return to work for a period of time equal to their pregnancy leave.
- D.19 An employee who meets the requirements shall receive employment insurance supplement payments which are based on the employee's average earnings during the two (2) pay periods preceding the pregnancy leave:
- a. where they are subject to a waiting period before receiving Employment Insurance pregnancy benefits, they are eligible to receive ninety-three per cent (93%) of their weekly gross pay;
 - b. for each week that the employee receives a pregnancy benefit under the Employment Insurance or the Québec Parental Insurance Plan, they are eligible to receive the difference between ninety-three per cent (93%) of their weekly gross pay and the Employment Insurance pregnancy benefits; and
 - c. if an employee residing outside of Quebec has received the full Employment Insurance pregnancy benefits and thereafter remains on pregnancy leave without pay, they are eligible to receive one (1) week at ninety-three per cent (93%) of their weekly gross pay.
- D.20 If an employee receives the employment insurance supplement and does not return to work for a period of time equal to their pregnancy leave, they will be indebted to the Employer for the percentage of the allowance determined pro-rated to the number of weeks worked after their return.

PROVINCIAL HEALTH CARE

- D.21 In those provinces that levy premiums for coverage under the provincial health care plan, employees are responsible for remitting directly to the provincial authority the full premiums required to maintain their coverage under the provincial plan while they are on leave without pay.

GROUP BENEFITS COVERAGE AND PENSION

- D.22 An employee on pregnancy, parental, adoption or paternity leave may continue group benefits and/or pension provided the employee pays its share of premiums and contributions; the Employer shall continue to pay its share of premiums and contributions.
- D.23 An employee shall, along with the request for pregnancy, parental, adoption or paternity leave, notify the Employer of the options concerning the pension and group benefits coverage. An employee's election to either continue or suspend group benefits and/or pension for the duration of the leave period is irrevocable and binding. An elected option cannot be changed after the leave has commenced.
- D.24 When notifying the Employer of its options concerning the pension and group benefits coverage, the Employee may request that pension contributions required for the period of parental, adoption or paternity leave without pay be collected from their salary upon their

return to work.

- D.25 An employee will not be entitled to receive pensionable service for any periods of leave in which they have not made pension contributions.

REPLACEMENT OF ABSENT EMPLOYEES

- D.26 The manager with the appropriate authority may initiate the temporary replacement of absent employees by completing the Recruitment Request Form available in the Talent Acquisition Policy.
- D.27 When an employee is on pregnancy, parental, adoption or paternity leave for a period in excess of 5 working days, managers may be able to obtain corporate funding to cover all or a portion of the cost of the replacement of employees.

FAMILY-RELATED LEAVE

- D.28 Full-time employees, excluding full time temporary employees of less than three (3) months, shall be granted up to five (5) days family related leave with pay in a fiscal year, to be used in any combination for the following reasons:
- a. to take a dependant family member for a medical or dental appointments or for appointments with appropriate authorities in school or adoption agencies;
 - b. the temporary care of a sick member of the employee's immediate family;
 - c. for the needs directly related to the birth or the adoption of an employee's child;
 - d. to attend school functions;
 - e. to provide care for the employee's child in the case of an unforeseeable closure of the school or daycare facility; and
 - f. to attend an appointment with a legal or paralegal representative or with a financial representative.
- D.29 Employees can use one (1) day of the five (5) Family related leave days to be used for emergencies beyond their control.
- D.30 Family related leave can be taken in hourly increments
- D.31 For the purposes of family related leave, family member is defined as:
- a. spouse, including common-law partner;
 - b. child, including foster children and children of a spouse or common-law partner;
 - c. parents, including common-law partner of the father or mother step-parents or foster parents or guardians; and
 - d. any relative permanently residing with the employee.

COMPASSIONATE CARE LEAVE

- D.32 A full-time employee and part-time employee eligible to receive employment insurance benefits for compassionate care, is entitled to a leave without pay, of up to twenty-eight (28) weeks, to provide care or support to a member of their family who is gravely ill with a significant risk of death within twenty-six (26) weeks.
- D.33 An employee who provides proof that they are receiving or awaiting Compassionate Care Benefits under the Employment Insurance Plan may be granted a Compassionate Care Leave without pay if the employee provides the employer with a certificate from a qualified medical practitioner indicating that the member of the family is gravely ill with a significant risk of death within twenty-six (26) weeks.

- D.34 An employee returning from compassionate care leave shall be reinstated into the position occupied at the time the leave commenced, or in a comparable position in the same location, with not less than the same pay and benefits. If during the period of leave, the pay and benefits of the group to which the employee belongs are changed, the employee is entitled, upon return from leave, to receive the same pay and benefits that the employee would have received had the employee been working when the change occurred.
- D.35 Length of service continues to accrue during absences on compassionate care leave.
- D.36 An employee on compassionate care leave may continue group benefits and pension provided the employee pays their share of premiums and contributions; the Employer shall continue to pay its share of premiums and contributions.
- D.37 An employee shall, along with the request for compassionate care leave, notify the employer of the options concerning the pension and group benefits coverage. An employee's election to either continue or suspend group benefits and/or pension for the duration of the leave period is irrevocable and binding. An elected option cannot be changed after the leave has commenced.
- D.38 An employee will not be entitled to receive pensionable service for any periods of leave in which they have not made pension contributions.

BEREAVEMENT LEAVE

- D.39 Employees are entitled to leave with pay for up to five (5) consecutive calendar days in the event of the death of a member of his/her immediate family and leave with pay for one (1) day in the case of a distant relative. In addition, the employee may be granted up to two (2) days leave with pay for the purpose of necessary travel related to the death. It is recognized that the circumstances which call for leave in respect of bereavement are based on individual circumstances. Upon request the employer may, after reviewing the particular circumstances involved, grant leave with pay for a period greater than and/or in a manner different than indicated above.
- D.40 If required, one or more days of the bereavement leave can be forwarded to the day of the cremation or burial.
- D.41 While on bereavement leave, the employee is only entitled to be paid for the actual days and hours that they were scheduled to work.
- D.42 For the purposes of bereavement leave, immediate family member is defined as:
- a. spouse, including common-law partner
 - b. child, including foster children and children of a spouse or common-law partner;
 - c. parents, including common-law partner of the father or mother, step-parents, foster parents or guardians;
 - d. brother, sister, step-brother or step-sister ;
 - e. father-in-law or mother-in-law
 - f. grandparents; and
 - g. grandchildren.
- D.43 For the purposes of bereavement leave, distant relatives are defined as:
- a. brother-in-law or sister-in-law;
 - b. son-in-law or daughter-in-law;
 - c. aunt or uncle and their spouses or common-law partners; and
 - d. spouse's grandparents

- D.44 Upon being notified of the death of an employee or of a family member of an employee, the manager with the delegated financial authority may purchase a commemorative item or to make a contribution to the identified charity or endowment fund, in memory of the deceased.
- D.45 The maximum authorized amount that may be expended from non-public funds is up to one hundred (100) dollars, which includes all applicable taxes, and/or shipping and handling charges.

ANNEX 6-E

OTHER TYPES OF LEAVE

- E.1 This annex outlines the entitlements, eligibility and administrative requirements for other leave including jury duty, court leave, military leave, leave of absence without pay, spousal relocation leave and personal day leave. Unless specified, employees hired for less than three (3) months are not eligible for other leave as described in this annex.

JURY DUTY AND COURT LEAVE

- E.2 In the event an employee is summoned for jury duty or is subpoenaed as a witness, the employer will cover the difference between the amount paid to the employee for jury service or witness fees and the amount they could have earned had they had been scheduled to work on those days.

MILITARY LEAVE

- E.3 An employee, who is also a member of the Canadian Reserve force, shall be granted a leave of absence without pay to attend to responsibilities and/or training required by the Canadian Armed Forces providing that:
- a. the employee submit a written request for military leave to their manager at least four (4) weeks in advance;
 - b. the delivery of operational requirements by the division to the local Canadian Forces community is not impacted by the absence; and/or
 - c. they are ordered by the Governor in Council or as mandatory under the *National Defence Act*.
- E.4 Length of service continues to accrue during absences on military leave.
- E.5 An employee on military leave may continue group benefits and/or pension provided the employee pays their share of premiums and contributions; the Employer shall continue to pay its share of premiums and contributions. An employee's election to either continue or suspend group benefits and/or pension for the duration of the leave period is irrevocable and binding. An elected option cannot be changed after the leave has commenced. The employee shall be restored to their former position at the then prevailing rate of pay at the expiration of leave.
- E.6 An employee will not be entitled to receive pensionable service for any periods of military leave for which they have not made pension contributions.

FAMILY VIOLENCE LEAVE

- E.7 The Employer recognizes that employees may be subject or exposed to family violence in their personal lives and that it may affect their work attendance or job performance.
- E.8 An employee who is the victim of, or the parent/guardian of a child who is the victim of family violence will be granted paid leave so they can obtain care and/or support for themselves or their child/dependent following a physical or psychological injury.
- a. The employee's direct supervisor and/or manager shall consider all care and concern in the application of this leave.
- E.9 This leave will not exceed two (2) days/shifts at a time convenient to the employee and is granted once (1) per fiscal year.

- E.10 The employee has the right to their salary during this leave if they have worked without interruption for a period of no less than three (3) months. If the employee has not, they have the right to leave without pay (for periods of two (2) weeks or less).
- E.11 The Employer agrees that an employee will not be subject to disciplinary action if their attendance or job performance is affected because they are experiencing family violence.
- E.12 Any personal information related to a family violence case will be treated in a strictly confidential manner, in accordance with the relevant legislation, and shall not be disclosed to any other party without the employee's express written agreement. No information on family violence will be kept in an employee's personnel file without their express written agreement.
- E.13 The Employer, in writing, no later than fifteen (15) days after the employee's return to work, requests that they provide documentation in support of the leave. The employee must provide this documentation only if it is reasonably possible for them to obtain and provide it.

LEAVE OF ABSENCE WITHOUT PAY

- E.14 An employee may be granted a leave of absence without pay for any period up to twenty-four (24) months. An employee on leave of absence without pay does not continue to accrue length of service and is not entitled to any provisions of HRPOL.
- E.15 Any accumulated vacation leave and/or accumulated compensatory time must be taken prior to granting leave without pay
- E.16 An employee on leave of absences without pay exceeding two (2) weeks may continue group benefits and/or pension provided the employee pays both the Employer's and their share of premiums and contributions. An employee's election to either continue or suspend group benefits and/or pension for the duration of the leave period is irrevocable and binding. An elected option cannot be changed after the leave has commenced.
- E.17 An employee will not be entitled to receive pensionable service for any periods of leave of absence without pay for which they have not made pension contributions.
- E.18 An employee returning from leave without pay may be reinstated into the position occupied at the time the leave commenced, providing that the position is available. If unavailable, the employer may return the employee into a similar position.

SPOUSAL RELOCATION LEAVE

- E.19 A full-time or part-time employee who is a spouse of a person who is being relocated/posted/transferred to another geographical location for work reasons may be granted spousal relocation leave without pay for a period up to twelve (12) months, for the purpose of assisting them with their transition to another NPF position at their new location without a break in service, provided that they meets the following eligibility requirements:
 - a. the employee must submit a request for spousal relocation leave to their manager at least four (4) weeks in advance;
 - b. the employee must provide advance written confirmation that they are voluntarily giving up rights to their substantive position effective the first (1st) day of their spousal relocation leave (allowing their former position to be immediately filled on a permanent basis);
 - c. the employee must provide advance written confirmation that they will be deemed to have voluntarily resigned from the NPF employment effective the last day of their spousal relocation leave in the event that they are not successful in obtaining another NPF position before the end of the spousal relocation leave;
 - d. the employee must provide proof of the spouse's relocation/ posting/transfer.

- E.20 An employee may continue group benefits and/or pension provided the employee pays both the Employer's and their share of premiums and contributions. An employee's election to either continue or suspend group benefits and/or pension for the duration of the leave period is irrevocable and binding. An elected option cannot be changed after the leave has commenced.
- E.21 An employee will not be entitled to receive pensionable service for any periods of spousal relocation leave for which they have not made pension contributions.
- E.22 An employee on spousal relocation leave does not continue to accrue length of service and is not entitled to any provisions of HRPOL.
- E.23 If the employee receives an offer of employment for an indeterminate, temporary or casual NPF position at their new location and accepts the offer, their spousal relocation leave will automatically end effective the day the employee starts working in the new position.
- E.24 Once an employee on spousal relocation accepts an offer of employment for an NPF position at their new location, their vacation entitlement will resume from their previous entitlement.

PERSONAL DAY LEAVE

- E.25 Full-time employees, excluding full time temporary employees of less than three (3) months, shall be granted one (1) day of personal leave with pay in a fiscal year for reason of personal nature.
- E.26 Personal day cannot be carried over to the next fiscal year or paid-out at the end of the fiscal year if not taken.



REQUEST FOR LEAVE

PROTECTED A

HR Use
Entry No. :

ANNEX 6 F TO HRPOL 6

Privacy notice

Personal information is collected pursuant to the Order in Council P.C. 1978-2495. The information is used by the Staff of the Non-Public Funds, Canadian Forces to support the administration of employee attendance and leave.

Personal information is protected, and is only used and disclosed in accordance with the provisions of the Privacy Act and as described in personal information bank Attendance and Leave - PSE 903. Under the Act, individuals have right of access to and correction of their personal information, and the right to file a complaint to the Privacy Commissioner of Canada regarding the institution's handling of personal information.

If you require clarification about this statement, contact our privacy coordinator at ATIP.AIPRP@cfmws.com. For more information on the Privacy Act, consult the Office of the Privacy Commissioner of Canada.

To be completed by Employee

Name:

Employee Number:

Division/Outlet/Section:

Type of Leave Requested: (Check one only)

Please note that the following leave requests should be submitted online at http://www3.cfmws.com/workforce. If you do not have computer access, submit the paper copy to your Manager/Time Keeper:

- Bereavement, Court, Jury duty, Family related, Personal, Vacation, Sick (5 days or less), Leave without Pay (2 weeks or less)

The following leave requests must be submitted via paper copy to your Manager:

- Compassionate Care, Pregnancy, Parental, Paternity, Adoption, Military, Spousal Relocation, Leave without Pay (Exceeding 2 weeks) - Reason :

Leave requested (calendar days)

From: Date Time To: Date Time

Total Working Days/Weeks Requested:

I acknowledge and understand all the references and requirements related to this request for leave. If I am unsure, I understand I need to inquire with my manager/supervisor before submitting for approval.

Employee Signature:

Date:

To be completed by Manager

- Recommended, Not Recommended

Supervisor's Name (print)

Supervisor's signature

Date

- Approved, Not Approved

Manager's Name (print)

Manager's signature

Date

To be completed by Time Keeper

Entered into WorkForce

Signature :

Pay period ending :

Date :

To be completed by Human Resources

Action Taken

Signature :

Pay period ending :

Date :

ANNEX 6-G



VACATION CARRY-OVER REQUEST

ANNEX G TO HRPOL 6

PROTECTED A (when completed)

Employee File	Part I
Name: _____ Employee Number: _____	
As of 31 December 20__ you have an annual vacation leave balance of ____ days.	
Employee	Part II
Reason for not using all vacation leave in the reference period:	
I request a carry-over of ____ days to the next vacation year.	
I plan to use the carried-over vacation leave as follows:	
Employee Signature : _____ Date: _____	
Recommending and Approving Authorities	Part III
Carry-over of ____ vacation days is approved and must be taken prior to _____	
Recommended Manager	
_____	_____
Title	Signature
Manager with delegated authority	
_____	_____
Title	Signature
Human Resources Office	Part IV
Approval of carry-over has been received and filed in the Leave File.	
_____	_____
Signature	Date

PROTECTED A (When completed)