



LEAVE FOR EMERGENCY BEYOND CONTROL OF THE EMPLOYEE

Q.1 What is it? Who does it apply to?

A.1 This is one of the family related leave days that can be taken to tend to a personal emergency beyond the control of the employee. This leave is available to all full time CAT II and full time CAT I non Unionized employees. The Family Related Day remains 5 (five) days within a fiscal year and the Emergency Day is one of them, and not an additional day.

Q.2 When will it be effective?

A.2 This interpretation of family related leave will be available as of 1 January 2019.

Q.3 Do I need to give a reason to my manager when requesting this leave?

A.3 You will need to provide reasons for this leave when it is being requested. The request for this leave must be submitted and approved in Workforce.

Q.4 Can this leave be denied?

A.4 This leave will be approved based on management discretion and operational requirements.

Q.5 Will this leave be based on calendar or fiscal year?

A.5 This leave must be taken within 1 fiscal year (1 April to 31 March).

Q.6 Will I be allowed to carry this day over to the next year if I don't take it within the fiscal year?

A.6 This new leave cannot be carried over to the next fiscal year and will be removed from your bank of leave if not taken within the same fiscal year. It cannot be carried over to the next year. Your bank of leave will reset on 1 April and you will again be entitled to one day of emergency leave as part as your Family Related Leave entitlement.

Q.7 What can I use this day for? What type of emergency would qualify for this leave?

A.7 This day can be taken for emergencies out of your control such as flooding, fire, natural disasters, etc.

Q.8 Can this day be used to schedule appointments such as medical appointment?

A.8 Medical appointments are not considered to be beyond an employee's control.



Q.9 Can I use this day to take care of a person that does not meet the definitions for Family Related Leave?

A.9 This day is only for a personal emergency that is beyond your control.

Q.10 Can the Emergency Leave be taken by hours or half days?

A.10 Emergency Leave can be taken following the same rules as Family Related leave and can be taken by hours or half days.

Q.11 How will you reflect this change in leave into the respective Collective Agreements that do not already have this leave included? Will it have to wait until the CA has been negotiated before it comes into effect?

A.11 You are not eligible for Family Related Leave of the one day of personal emergency leave included in the Family Related Leave if it is not included in your collective agreement. All provisions in collective agreement must be negotiated between the Employer and the union during the negotiation process.