



Northlands College Policy Administration of Pressing Necessity, Bereavement and Medical/ Dental Leave

POLICY STATEMENT

Northlands College recognizes that employees may encounter personal emergencies or unforeseen circumstances that require their absence from work. Northlands College will assist employees in such situations by providing Pressing Necessity or Bereavement Leave.

DEFINITIONS:

Pressing Necessity is defined as permission to be absent from work in order for the employee to deal with an unforeseen, unusual, or emergency situation, which normally involves the health or safety of the employee or their immediate family.

Bereavement Leave is an absence from work due to a death in the employee's immediate or extended family.

Immediate Family is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, grandchildren and grandparents.

Normally, Extended Family is the employee's: first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law and those others significant to the employee.

GUIDELINES

In accordance with Article 17.2.1 of the Collective Agreement, College employees may be allowed leave of absence with pay and without loss of seniority and benefits, to a maximum of five (5) days per instance of pressing necessity and bereavement.

Northlands College will require reasonable justification for leave based on a principle of mutual trust for the fair and equitable application and administration of the process. It is essential to have clear guidelines that will facilitate access to a leave of absence with pay.

Employees shall self-declare that their access to leave with pay for pressing necessity and bereavement complies with the spirit and intent of the guidelines contained within this policy.

PROCEDURES

Administrative Process

- It is expected that the College will be notified of the situation as soon as possible. Employees will be required to complete the necessary documentation upon return to work.
- All declarations of leave for pressing necessity and bereavement must be submitted on the appropriate form specifying the type, length, and timing of the leave.



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- It is the employee's responsibility to identify the circumstances supporting the leave by self-declaring the type of leave requested on the applicable form.
- The request will be submitted to Human Resources Manager for approval.

Pressing Necessity

Common situations where leave and where pressing necessity would not likely be applicable are:

- for legal or court appearances with the exception of subpoenas
- celebratory occasions
- mechanical breakdown of vehicle while getting to work
- inability to return to work from personal travel because of travel difficulties
- out of town personal commitments
- storm staid as a result of personal travel
- scheduled medical appointment

Bereavement Leave

Where there is a death in the employee's immediate or extended family, the employee may access leave as deemed appropriate.

In the case of death in the employee's immediate family, the employee may request leave of absence to a maximum of five (5) working days.

In the case of death in the employee's extended family, the employee may request bereavement leave based on the following:

- 1 working day for funerals in the same community
- 2 working days for funerals in Saskatchewan
- 3 working days if the funeral outside of Saskatchewan.

In the case of extended family where an employee is required to undertake duties relevant to the death of the family member, the leave may be extended to a maximum of (5) days.

Medical and Dental Leaves

Article 15.8 states "Northlands College will continue the existing discretionary practice of granting short term leave with pay for the purpose of required visits to medical and dental offices. Any such absence of one-half day or more shall be deducted from accumulated sick leave credits." On request employees will be required to show proof of medical or dental care.



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Out of town Medical/ Dental appointments: Up to one day of sick leave will be approved for staff who must travel to another location for a medical or dental appointment. If more than one day is required as a result of multiple or consecutive appointments, the employee will need to provide documentation to support the leave of absence request. Sick leave will only be granted for the day(s) of the appointment(s), not for travel to and from the appointment.

Policy Originated: November 16, 2000	Approved by: President & CEO
Last Approved: January 2018	Signature: 