
Paid Leave for Personal and Other Reasons

Policy Number:	4104
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
Current Approved Date:	Jan 28, 2021

POLICY STATEMENT

Reasonable leave with pay may be granted for Personal and Other Reasons where, not directly attributable to the employee, prevents the employee from reporting for work, including the following:

- a) Bereavement leave
- b) Compassionate leave
- c) Emergency leave
- d) Family leave
- e) Funeral leave
- f) Jury Duty
- g) Medical/Dental appointments
- h) Pallbearer leave
- i) Paternity leave
- j) Religious Holy Days
- k) Voting
- l) Volunteer Leave
- m) Other

As well, the President and CEO or designate may grant other leaves of absence with pay, as appropriate under the category “other”.

PURPOSE

New Brunswick Community College (NBCC) provides paid leave for personal and other reasons to employees to support a healthy work life balance and provide security when issues arise that impact their ability to be at work.

SCOPE AND LIMITATIONS

This policy applies to non-union term and regular employees.

Entitlements for each Leave Type are per calendar year.

1.0 DEFINITIONS

N/A.

2.0 IMPLEMENTATION

2.1 Entitlements

Type of Leave	Leave Amount	Reasons for Leave
Bereavement	Up to 5 consecutive calendar days (one of which shall be the day of the funeral)	<ul style="list-style-type: none"> for a death in the employee's immediate family, which includes: husband/wife, father/mother/stepfather/stepmother, son/daughter (including stepson, stepdaughter), son-in-law/ daughter-in-law, brother/ sister/ stepsister /stepbrother, grandmother / grandfather, grandson / granddaughter, father-in-law / mother-in-law, brother-in-law / sister-in-law or other persons living in the household of the employee.
Compassionate	Up to 3 days	<ul style="list-style-type: none"> to provide care to a person, with whom the employee has a close family relationship, and who has a serious illness with a significant risk of death.
Dental	Covered by Emergency leave (below)	<ul style="list-style-type: none"> leave to meet dental appointments, which cannot be scheduled outside the regular hours of work, is usually taken as 'Emergency leave' below. standard practice dictates that ½ day's leave is sufficient for each dental appointment, i.e., each uses up a half day of the '5 working days' yearly maximum allotted to Emergency Leave.
Emergency – including Dental and Medical appointments	Up to 5 days per year	<ul style="list-style-type: none"> where circumstances not directly attributable to the employee, prevent the employee from reporting for duty usually covers medical/dental appointments, which cannot be scheduled outside of work hours. Standard practice allows ½ day as sufficient for each such appointment but in exceptional circumstances a longer duration may be required.
Family	Up to 3 days per year	<ul style="list-style-type: none"> where no one other than the employee can provide for the immediate and temporary care of a dependent member of the employee's family. An additional 2 days leave per year may be approved by the President and CEO or designate, if required.

Funeral	Up to 1 day	<ul style="list-style-type: none"> to attend the funeral on the death of employee's aunt or uncle.
Medical	Covered by Emergency leave (above)	<ul style="list-style-type: none"> leave to meet medical appointments which cannot be scheduled outside the regular hours of work standard practice dictates that ½ day's leave is sufficient for each medical appointment, i.e., each uses up a half day of the '5 working days' yearly maximum allotted to Emergency Leave.
Pallbearer	Up to ½ day	<ul style="list-style-type: none"> to attend a funeral as a pallbearer.
Paternity	Up to 5 days	<ul style="list-style-type: none"> surrounding the birth or adoption of the employee's child leave may be divided into two parts and granted on separate days.
Religious Holy Days	Up to 3 days	<ul style="list-style-type: none"> a day on which a religious observance is held which may require absence from work beyond existing Statutory Holidays.
Voting		<ul style="list-style-type: none"> when electors do not have the number of consecutive hours outside work hour required by law.
Employer Supported Volunteerism	Up to 2 days	<ul style="list-style-type: none"> will enable employees to volunteer time and skills to community-based initiatives that support healthy and thriving communities

2.2 Approval Process

	Responsibilities	Description
1	Employee	<ul style="list-style-type: none"> Notifies manager/supervisor immediately of the need for particular Paid Leave for Personal and Other Reasons and submits the time request through Employee Self Service (ESS).
2	Manager/Supervisor	<ul style="list-style-type: none"> Ensures adherence to policy. Ensures employee has leave days remaining. Approves time request through ESS. Consult with Human Resources if unsure of the Type of Leave requested.
3	President and CEO or designate	<ul style="list-style-type: none"> Has authority to approve:

		<ul style="list-style-type: none">○ the above Paid Leave for Personal and Other Reasons request.○ additional leave of absence with or without pay where circumstances warrant.
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3.0 OTHER RELATED DOCUMENTS

Financial Administration Act s.6 (1)(d)
Employee Self Service (ESS)