

 <b>BRANDON UNIVERSITY</b>	<b>Care-For Leave Guidelines</b>	<b>First Approved:</b> <i>July 20, 2017</i>
		<b>Updated:</b> <i>August 31, 2018</i>
<b>Administrative Guidelines</b>	<b>Approved by &amp; Administered by Human Resources</b>	<b>Reviewed:</b> <i>August 2018</i>

These guidelines provide the interpretation for employees with respect to the use and application of Care-For Leave. These guidelines are intended to assist with the interpretation and application of the relevant articles within the collective agreements. These guidelines are not intended to replace or supersede any articles within the collective agreements.

### 1. Scope

These guidelines apply to:

- All full-time and part-time Brandon University employees covered by the MGEU, IUOE (A), IUOE (D) collective agreements,
- All full-time and part-time Brandon University Exempt Support Staff (ESS).

### 2. Guidelines

The purpose of these guidelines is to:

- 2.1** Define Care-For Leave.
- 2.2** Establish consistent, fair and clear interpretation of the Care-For Leave guidelines for staff.
- 2.3** Identify situations where Care-For Leave applies, and to clarify the types of situations where the leave is not applicable.

### 3. Statement of Intent

Brandon University recognizes and supports the familial obligations of its employees. To that end, the Employer provides Care-For Leave for employees. When short notice, emergent or on-going situations require the employee to be absent from work for elder care or child care, Care-For Leave may be used. Employees are expected to have contingency plans in place for situations where the short-notice situation becomes a longer-term matter. Care-For Leave is intended as a solution for an unexpected matter or for a pre-existing medical obligation which requires familial support.

#### **4. Definitions**

**The definition of family looks differently for everyone. Should you be unsure of the interpretation as it relates to Care-For Leave, please contact Human Resources.**

Care-For Leave: up to ten (10) days' leave for the sudden or planned obligations for caring for family members as defined below:

Family: for the purpose of these guidelines, any individual who resides in the same household as the employee, parents, and adult children.

Parents: for the purpose of these guidelines, parents of the employee may also include parents-in-law. They may or may not live in the same household as the employee.

Elder care: attending to parents, grandparents or other elder family relation with respect to medical appointments.

Adult Children: for the purpose of these guidelines, adult children may or may not live in the same household as the employee.

Supervisor: the Dean, Director or designate authorized to approve absences.

#### **5. Interpretation**

Care-For Leave is a benefit that allows for up to ten (10) days' leave for the sudden or planned obligations for caring for family members. It is not a replacement for childcare/daycare being unavailable. If there is a planned daycare closure with sufficient notice, the employee is expected to and is responsible for having a contingency plan (eg. alternate childcare or using vacation time).

However, short-notice daycare closures or school closures due to severe weather conditions would be situations to use Care-For Leave.

With respect to emergent medical appointments, immediate illnesses or non-emergent medical appointments, the intent of Care-For Leave is to provide the employee the opportunity to attend to the family member's care for the duration of the appointment or immediate illness. Alternate banks of time, including vacation, banked time or leave without pay, are to be used for situations beyond immediate care.

Child illness is a reasonable situation for using Care-For Leave.

If an employee is required to attend a medical procedure appointment with an adult child or parent, medical documentation or patient information indicating that it is

necessary for the employee to remain with the patient during a recovery period is sufficient to support using Care-For Leave.

Emergent or ongoing non-emergent medical appointments requiring an employee to attend with a family member are reasonable uses of Care-For Leave.

Elder care responsibilities are reasonable uses of Care-For Leave.

Care-For Leave is not a replacement for vacation or sick time. Employees earn these banks of time separately and Care-For Leave is not to be interpreted as a supplement to these banks of time.

## **6. Accountability**

To use Care-For Leave, employees must make the request to their supervisor. Employees are accountable to their supervisors for advising them when short-notice situations require the use of Care-For Leave. Employees are also expected to advise their supervisors, with as much advance notice as is reasonably possible, when they wish to use Care-For Leave for planned obligations related to medical appointments for immediate family members.

Supervisors are responsible to reasonably implement the Care-For Leave guidelines on a fair and consistent basis with all employees. In an effort to maintain fairness and consistency in the application of the leave, supervisors are permitted to inquire as to the general circumstances or reasons surrounding the Care-For Leave request. Supervisors have the authority to reject requests for the use of Care-For Leave should they suspect the leave is not being used appropriately or being misrepresented. At which point, alternate banks of time will be recorded through the Time and Attendance system.

The Chief Human Resources Officer is responsible for ensuring the fair, consistent and reasonable implementation of Care-For Leave by all supervisors.

## **7. Secondary Documents**

### **7.1 Leave for Victims of Domestic Violence**

<https://www.brandonu.ca/hr/files/Leave-for-Victims-of-Domestic-Violence.pdf>

### **7.2 Serious Injury or Illness Leave**

<https://www.brandonu.ca/hr/files/Leave-for-Employees-with-Serious-Injury-or-Illness.pdf>

### **7.3 Compassionate Care Leave**

<https://www.brandonu.ca/hr/files/Compassionate-Care-Leave.pdf>

**7.4 MGEU Collective Agreement Article 6.03**

<https://www.brandonu.ca/hr/files/MGEU-2016.pdf>

**7.5 IUOE (A) Collective Agreement Article 14.6**

<https://www.brandonu.ca/hr/files/IUOE-A-2016-2020.pdf>

**7.6 IUOE (D) Collective Agreement Article 11.6**

<https://www.brandonu.ca/hr/files/IUOE-D-2016-2020.pdf>

**7.7 Exempt Staff Handbook Page 15**

<https://www.brandonu.ca/hr/files/EXEMPTcurrent-1.pdf>

**7.8 Human Resources webpage <https://www.brandonu.ca/hr/>**

Examples of situations in which Care-For Leave is acceptable as well as situations in which Care-For Leave is not acceptable can be found on the Human Resources webpage.

## **8. Review**

A review of the Care-For Leave usage will take place in one year's time to ensure the leave is being used as it is intended. Tracking of usage and reporting will be part of the review process.

## Care-For Leave Scenarios

### Scenario 1:

10:30am: Employee gets a call from the daycare indicating their child is feverish and not eating well. Daycare worker is concerned because the flu has been going through the daycare and asks parent to come pick up child.

**Can the Employee use care-for leave?                      YES**

### Scenario 2:

It is Monday and the Employee advises their supervisor that they have a parent-teacher conference scheduled for 11:00am Friday.

**Can the Employee use care-for leave?                      NO (alternate bank of time to be used)**

### Scenario 3:

Employee's adult foster child is going through cancer treatments and needs someone to attend with her.

**Can the Employee use care-for leave?                      YES**

### Scenario 4:

The Brandon School Division has circulated its schedule of Professional Development days for the upcoming school year. The employee provides the list to their supervisor requesting to use care-for leave.

**Can the Employee use care-for leave?                      NO (contingency plan or alternate bank of time to be used)**

### Scenario 5:

Employee's spouse has a medical condition requiring semi-annual follow-up appointments with a specialist in Regina. The employee is notified of these appointments two months prior to the appointment dates.

**Can the Employee use care-for leave?                      YES**

### Scenario 6:

Employee's cousin is from Saskatchewan and is driving through to Winnipeg for a medical appointment and would like someone to go with her as she is unfamiliar with the city.

**Can the Employee use care-for leave?                      NO (alternate bank of time to be used)**