



ARCHDIOCESE OF REGINA

Policy Name:	Leaves: Family Leave	Number:	S4-25
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: The purpose of this policy and procedures is to specify the reasons for which Family Leave will be granted and to establish uniform procedures for the administration of this leave.

Definitions: “**Immediate Family**” – (for the purpose of this Policy S4-25) means spouse, parent, grandparent, child, brother or sister of an employee or of a spouse of an employee.

“**Spouse**” – means the wife or husband of an employee.

Procedure:

- An employee with at least thirteen (13) consecutive weeks of employment with the Archdiocese is entitled to family leave, without pay, to a maximum of twelve (12) days each year in order to meet responsibilities related to the illness or injury of a member of the employee’s immediate family who is a dependent of the employee.
- An employee who wishes to take leave under this policy is responsible for advising their immediate supervisor in advance that they will be doing so. If the employee must begin the leave before advising the immediate supervisor, the employee must advise the immediate supervisor of the leave as soon as possible after beginning the leave. (Appendix P)
- The supervisor is responsible for determining an employee’s entitlement to Family Leave and for notifying Payroll of the start and end dates of Family Leave taken by any employee.
- If an employee takes any part of a day as leave under this policy, the employee shall be deemed to have taken one (1) day of leave on that day for the purpose of determining the maximum numbers of days of leave to which the employee is entitled each year.

- e) The Archdiocese reserves the right to require an employee who takes leave under this policy to provide evidence reasonable in the circumstances that the employee is entitled to such leave.
- f) Family Leave taken is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.
- g) On expiry of the Family leave, an employee who returns to work shall be reinstated in the position occupied by the employee at the commencement of the leave, or in a comparable position with no loss of benefits or reduction in wages.

Benefits:

An employee who takes Family Leave may continue to participate in any benefit plans for which the employee is eligible and in which the employee is enrolled provided the employee pays the required conditions, if any, to the plans. If employee contributions are required, the employee is responsible for paying those contributions prior to starting the leave or within two (2) weeks thereafter. If the employee notifies the Archdiocese in writing of his or her intention to discontinue contributions during the leave period, benefits coverage will be discontinued during the leave.