Compassionate Care and Bereavement Leaves
Interim Practice Document

The May 1, 2021 to April 30, 2024 salary agreements for members of FAUW (“Faculty”) and non-unionized staff in regular and ongoing positions (“Staff”) include a commitment to develop a new Policy on Compassionate Care and Bereavement Leaves. In the interim, prior to such Policy being developed, the following benefits are available to eligible Faculty and Staff effective May 1, 2022:

- **Compassionate Care Leave (CCL):** Employees on an Employment Standards Act (ESA) Critical Illness Leave (CIL) or an ESA Family Medical Leave (FML) are entitled to 85% of their base pay (less any Employment Insurance benefits received, if applicable) for 8 weeks. Employees eligible for EI benefits must apply, but paid CCL is not contingent on receipt of EI benefits.
- **Bereavement Leave (BL):** Employees are entitled to 4 weeks of absence with salary continuance following the death of their spouse/partner, child or step-child OR 1 week of absence with salary continuance following the death of any other immediate family member (e.g. parent or sibling).
- For both CCL and BL, an employee can submit a request to their Dean (for Faculty) or Department Head (for Staff) to request a longer period of paid CCL or BL. The Dean/Department Head will determine whether to grant an extension and respond in writing to the requesting employee. For CCL, a copy of this letter will be provided to Human Resources for any approved requests for benefit payments beyond 8 weeks to ensure central application.
- For clarity, an employee may be entitled to longer periods of unpaid leave under the ESA. This Interim Practice Document relates to periods of paid leave offered by the University, and does not limit any additional periods of unpaid leave employee an employee may be entitled to under the ESA.

The salary agreements also indicate that the above benefits may be amended or superseded by the terms of the new Policy, provided the access to and levels of these benefits are not degraded. The Policy Development Committee has developed a draft Policy 12. However, as Policy 12 is not anticipated to be finalized and approved for implementation for several months, this Interim Practice will be implemented effective May 1, 2022 and until Policy 12 approval.

The following Interim Practice applies for CCL:

1. Employee enters the request for a CCL of absence into Workday for their manager’s approval, attaching the supporting documentation which identifies the specific leave of absence required. In addition to FML and CIL, the form is used to support the need for an ESA Family Caregiver Leave (FCL) which is an unpaid leave of absence.
2. Human Resources will issue a Record of Employment (ROE) to enable the employee to apply for Employment Insurance (EI) benefits from Service Canada, if applicable.
3. For FML and CIL, employee provides Human Resources with a copy of their EI statement in order to calculate the benefit payable from the University during the CIL or FML of absence.
4. Human Resources monitors the leave and working with the employee’s manager, applies a return from leave within Workday to enable the recommencement of normal salary.

The following interim practice applies for BL. Managers will provide their employees (Faculty and Staff) with a fully paid Bereavement Leave of absence in accordance with the salary agreements. Each day of absence must be entered into Workday – either by the employee with manager approval, or by the manager directly – so that these absences can be tracked centrally. Managers are responsible for ensuring accurate application.