

**Approved by the Principal, August 15, 2008**

### **Jury Duty**

Subject to the paragraph below, employees who actually attend at a court for the purposes of serving on a jury or are subpoenaed to appear before a court as a witness and actually attend at court for that purpose, during working hours, shall be reimbursed for any loss of regular, non-overtime pay resulting from such jury duty service or appearance in Court.

As the intention of this policy is to reimburse employees for lost pay resulting from jury duty or appearances before a court as a witness under the authority of a subpoena, during working hours, any monies paid to an employee for participation in such activities shall be remitted by the employee to the Employer.

### **Leave Of Absence**

This policy does not refer to the following which are covered separately:

- a) Pregnancy/Parental Leave
  - b) Family Medical Leave and Personal Emergency Leave
  - c) Sick Leave, provided the total of consecutive sick days is 60 or less
1. Upon written application, with more than four weeks notice where possible, the Employer may, in its sole discretion, grant a leave of absence to a maximum of one (1) year without pay to employees for legitimate reasons.
  - 2.. An employee will be granted one day's leave at his/her regular rate of pay on the occasions of the marriage or birth of his/her child.
  3. Extended health and dental coverage may be maintained by the Employer for any Employee who takes an approved Leave of Absence under this article, provided the employee pays 100% of the premium current during the Leave, and by giving notice of this intent to the Employer no later than four weeks, where possible, prior to the initiation of the leave.
  4. While on an approved leave of absence of over 30 days, an employee will not accrue earned vacation time with pay.

## **Bereavement Leave**

### **Spouse**

“Spouse” means the person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage. Only one person at a time can be covered as an employee's spouse under the contract.

1. Where an employee is absent from work due to a death in his/her immediate family, he/she will be granted up to five (5) consecutive working days leave at his/her regular rate of pay. Immediate family is deemed to mean the employee's:
  - spouse/partner
  - parent
  - child or step child
  - brother or sister or step brother or step sister
  - parent of his/her spouse/partner
  - brother or sister of spouse/partner
  
2. Where an employee is absent from work due to a death in the family, he/she will be granted up to two (2) consecutive working days leave at his/her regular rate of pay. Family shall mean the employee's:
  - grandparent
  - aunt or uncle
  - step parents
  - grandchild
  
3. Where an employee is absent from work due to a death in the family of the employee's spouse, he/she will be granted up to two (2) consecutive working days leave at his/her regular rate of pay. Family of the employee's spouse shall mean:
  - grandparent
  - step parents
  - grandchild
  
4. In addition to the leaves noted in 1, 2, and 3, an employee may be granted leave with pay up to two (2) calendar days for the purpose of travel where the site of bereavement is over four hundred (400) kilometers away.