



Absence from Work

Care for Ill Dependent Leave

Care for Ill Dependent Leave is granted to regular full-time and regular part-time employees. A maximum of six (6) days per calendar year of *Care for Ill Dependent Leave* is available to care for spouse/partner, parents or in-laws, child or step child, grandparent or step grandparent, grandchild or step grandchild, spouse of a child of the employee, employee's brother or sister or a relative of the employee who is dependent on the employee for care or assistance.

Employees may use six (6) days of their short term disability leave per calendar year, to care for ill dependents. These days may not be carried over to the next year and are not to be used for vacation, etc.

The Executive Directorⁱ has the latitude to bring specific situations for review by the Board Executive to extend this leave time if required.

Compassionate/Bereavement Leave

Up to four (4) working days with pay is granted to regular full-time and regular part-time staff upon the death and/or funeral of a parent (in-laws) including step-parents, spouse/partner, children including step-children and/or sibling (in-laws), grandparent and grandchild.

An employee may attend other relative's funerals but must use vacation and is at the Executive Director discretion.

If the death of a family member occurs during an employee's vacation, *Bereavement Leave* with pay will be granted and the vacation time will be restored.

Medical Leave Notes

COTAPSA reserves the right to request a medical note for Leave of more than three (3) consecutive days in duration.

The employee will supply to the Executive Director, an original, signed certificate/note from the attendant physician within seven (7) days. The note should document the duration of the illness.

The Employer reserves the right to request information from the employee with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid sick leave.

Medical/Dental/Extended Health Appointments

Personal medical appointments within reason can be used via flex time.

Staff must discuss with the Executive Director in advance of the appointment.

Short-Term Disability (STD) (NEW)

A Short Term Disability Plan may start for full-time permanent employees who have completed six (6) consecutive months or more of continuous employment with COTAPSA.

The Plan will provide employees with a continuing source of income, even if a serious illness or injury keeps him/her from working for up to 26 weeks of coverage (based on a five (5) day work week, to a maximum of 130 work days each calendar year. The Plan is supplemented by COTAPSA's long term disability plan which provides protection to eligible COTAPSA employees for long term disability claims.

Effective January 1, 2018, the short-term disability plan will provide compensation for an eligible absent employee for 20 days at 100% and for 110 days at 75% of salary.

Commencing January 1, 2019, if eligible employees use less than their (20) STD days that are paid at the maximum coverage of 100%, he/she can carryover a one-time capped credit of up to 15 of the 20 days compensated at 100% of salary from one year to the next. These carryover days can then be converted (at a 2 to 1 ratio, for a total of 30 top-up credits), by the employee, to top-up the compensation he/she receives during the absence in the subsequent year when he/she would otherwise be compensated at 75%. Top up credits can only be used in the carry over year.

Once an eligible employee has exhausted his/her 100% coverage in the carry over year one top-up credit will be applied to subsequent days for which he/she is entitled to STD coverage. One top-up credit increases the STD coverage from 75% to 100%, up to a maximum of 30 days.

Frozen Sick Bank

Those employees currently in a COTAPSA Sick Leave Plan will be enrolled in the Short Term Disability plan effective January 1, 2018 and in addition will have their existing sick bank balances frozen as of December 31, 2017.

A listing of the frozen bank for active employees as of December 31, 2017 will be housed with the Human Resources Officer and the Executive Director.

The sick bank balances can be used to top-up future short-term disability plan payments to 100% of salary. COTAPSA will deduct $\frac{1}{4}$ of a day from the bank for every one sick day at 75%. There is no payout of any of these remaining sick bank upon termination, resignation, death or retirement.

Long-Term Disability (LTD)

COTAPSA Inc. provides LTD benefits to employees who are absent from work due to illness/injury through our insurance company, Manulife Financial.

Employees who become totally disabled and qualify may have coverage for *Long-Term Disability* through Manulife Financial. The LTD plan provides a monthly benefit following 112 days of total disability equal to 75% of monthly earnings.

The LTD benefit is taxable therefore subject to income tax deduction. Please note that while in receipt of the LTD monthly benefit, the monthly premium for Life, AD&D and LTD will no longer be charged by Manulife.

While a qualified employee is in receipt of LTD benefits, COTAPSA will continue Health and Dental benefits. To access this coverage, the employee will contact the Plan Administrator.

Pregnancy/Parental leave (NEW)

COTAPSA is committed to assisting employees during the very period when a new child comes into their family. To that end, COTAPSA provides pregnancy and parental leave in accordance with the Employment Standards Act (ESA).

Every employee who intends to take a pregnancy/parental leave from employment shall:

- Provide at least four weeks' notice in writing to COTAPSA before the leave is to begin,
- Inform the COTAPSA, in writing, of the length of pregnancy/parental leave (50 or 76 weeks) intended to be taken, and
- Provide at least four weeks written notice of any changes in length of the leave period.

An employee will receive no pay for the first two weeks of pregnancy leave.

The basic rate for calculating EI maternity benefits is 55% of your average weekly insurable earnings, up to a maximum amount. As of January 1, 2018, the maximum yearly insurable earnings amount is \$51,700. This means that you can receive a maximum amount of \$547 per week.

Employees who are eligible for pregnancy/parental benefits under the Employment Insurance Act may collect benefits for up to 15 of the 17 weeks of pregnancy leave and parental level of 35 or 61 weeks. For a maximum of 76 weeks (combined pregnancy and parental leave), COTAPSA pays a top-up equal to the difference between the employment insurance benefit, plus any other earnings, and 75% of an employee's regular pay.

The basic rate for calculating EI parental benefits depends on the option you choose:

Standard parental benefits are paid at a weekly benefit rate of 55% of your average weekly insurable earnings, up to a maximum amount. For 2018, this means that the employee can receive a maximum amount of \$547 per week for up to 35 weeks.

Extended parental benefits are paid at a weekly benefit rate of 33% of your average weekly insurable earnings, up to a maximum amount. For 2018, this means that you can receive a maximum amount of \$328 per week for up to 61 weeks.

Employees must provide proof of the employment insurance payment to the Executive Director or Senior Human Resources Consultant.

If an employee wants to maintain RRSP deductions he/she must pay the employee's RRSP deductions for the duration of the leave. COTAPSA will continue to match contributions to the employee self-directed RRSP on each payroll payment.

Every employee who takes pregnancy/parental leave from employment is entitled to be reinstated in the position that the employee occupied when the leave began. Where for any valid reason COTAPSA cannot reinstate an employee in the position they previously held, COTAPSA shall employ the employee in a comparable position with the same wages and benefits.

Where an employee takes leave and, during the period of that leave, the wages and benefits are changed as part of a plan to reorganize that employee is entitled, on being reinstated, to receive the wages and benefits in respect of that employment that employee would have been entitled to receive had that employee been working when the reorganization took place. COTAPSA shall notify the employee in writing of that change as soon as possible.

The employee is entitled to receive health benefits coverage for the duration of the pregnancy/parental leave with the employee responsible for the monthly premium for Life Insurance and Accidental Death & Dismemberment will continue to be a taxable benefit.

An employee's vacation entitlement is not affected by any period of legislated pregnancy/parental leave.

If employee decides not to return to work he/she must give COTAPSA a least four weeks' written notice of the resignation.

Domestic or Sexual Violence Leave (NEW)

COTAPSA provides up to 10 days and 15 weeks of domestic or sexual violence leave every calendar year when an employee or an employee's child has experienced or been threatened with domestic or sexual violence in accordance with the Employment Standards Act (ESA).

This policy applies to COTAPSA employees employed for a least 13 consecutive weeks.

"Child" means a child, step-child, child under legal guardianship or foster child who is under 18 years of age.

The first five days of domestic or sexual violence leave in a calendar year are paid. The rest are unpaid.

The first five days are to be paid whether the employee takes leave from the 10 days entitlement, or 15 day entitlement.

COTAPSA reserves the right to request evidence reasonable in the circumstances that the employee is eligible to take domestic or sexual violence leave.

Personal Emergency Leave (PEL) (NEW)

COTAPSA will provide regular full time employees up to (ten) 10 personal emergency leave days per calendar year, the first two days of leave are paid in accordance with the Employment Standards Act (ESA).

An employee is entitled to take up to (ten) 10 personal emergency leave to deal with issues related to:

- personal illness, injury or medical emergency
- the death, illness, injury or medical emergency of a "dependent"
- or an urgent matter that concerns a dependent

Spouse (includes both married and unmarried couples, of the same or opposite genders)

Family Member

- A parent, step-parent or foster parent of the employee or the employee's spouse.
- A child, step-child or foster child of the employee or the employee's spouse.
- A grandparent, step-grandparent, grandchild or step- grandchild of the employee or of the employee's spouse.
- The spouse of a child of the employee.
- The employee's brother or sister.
- A relative of the employee who is dependent on the employee for care or assistance.

Procedures

An employee must have worked for one week before becoming entitled to the two paid days (if a personal emergency leave is required in the first week of employment, it will be taken from the 8 unpaid days). Under the provisions of the provincial Employment Standards Act, employees are entitled to up to (ten) 10 days of personal emergency leave per calendar year, in the event an employee needs to attend to a personal emergency due to (illness, bereavement, Ill dependent leave etc.) they will be provided with the eligible benefits provided under COTAPSA policies (e.g. Bereavement, Short-Term Disability Policy, Ill Dependent Leave etc.) and at the same their allotment to any personal emergency leave will also be reduced accordingly. In addition all the provisions of the COTAPSA policies will continue to apply, including the requirements to provide a medical certificate after 3 days absence.

Jury Duty/Witness Service (NEW)

COTAPSA provides paid leave of absence for an employee who is called to serve as a juror or witness in civil or criminal cases.

Employees must provide the summons or subpoena to the Executive Director before attending court and a copy of the certificate showing the period of jury/witness service.

Employees will be paid their regular pay provided they submit any compensation received for jury or witness service to the COTAPSA Treasurer, unless this compensation is paid for days they are not scheduled to work.

Any compensation received for travelling expenses and meal allowance does not have to be returned to COTAPSA.

All benefits continue during the leave.

An employee's service is not affected benefits.

An employee's vacation entitlement does not change.

Citizenship Court (NEW)

COTAPSA provides up to two days paid leave of absence for employees who become Canadian citizens.

Eligible employees must advise the Executive Director of the date they will be going to citizenship court and provide proof of their attendance, and dates of the examination.

Supporting documentations may be required if requested.

Other (Unpaid) Leaves as per City's Policy

- Child Related Crime Leave
- Childcare and Eldercare Leave
- Critically Ill Child Care Leave
- Family Caregiver Leave
- Family Medical Leave

These leaves will be administered in accordance with the Employment Standards Act (ESA).

Voluntary Leave without Pay

Voluntary leave without pay may be approved after one (1) year's continuous service. Up to twenty (20) days of absence per year of service may be available.

Voluntary Leave requires the approval of the Executive Director and/or President at least three (3) months in advance.

Statutory holidays will not be paid if they fall within a period of leave of absence.

The employee shall be returned at the same salary rate and in the same or comparable employment status as upon leaving.

Float Days

COTAPSA employees are eligible for two (2) floating holidays in each calendar year which can be taken at a time that is compatible with the operational requirements of the Association.

Employees must seek the Executive Directorⁱⁱ approval when scheduling their floating holidays.

Effective Date: August 2015
Approved By: EXECUTIVE COMMITTEE
Date Approved: July 23, 2015
REVISED: March 19, 2018
Date Approved: _____

ⁱ In all cases the President will make a determination if the Executive Director is unavailable

ⁱⁱ In all cases the President will make a determination if the Executive Director is unavailable