

19. **Special and Other Leave**

(a) Reasons for leave

A permanent employee is entitled to special leave for the following at their regular rate of pay up to once per calendar year:

- marriage of the employee 1 day
- attend wedding of the employee's child 1 day
- birth or adoption of employee's child 1 day

Special leave is a benefit separate from sick days and will not affect the number of banked sick days an employee has.

An employee does not need to work for a specified period to be eligible for unpaid Pregnancy Leave, Parental Leave for Birth and Adopting Parents, Family Responsibility Leave, Bereavement Leave or Jury Duty.

(b) Bereavement leave

In the case of bereavement in the immediate family, permanent employees shall be entitled to special leave at their regular rate of pay not exceeding three (3) working days.

Immediate family is defined as an employee's mother, father, mother-in-law, father-in-law, spouse, common-law spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, or significant other, including close friend. The employee may request additional leave without pay.

(c) Leave for court appearance

The Society shall grant paid leave to employees who serve as jurors or subpoenaed witnesses in a court action, to the extent necessary to perform their duties, up to a maximum of one month's salary.

Employees in receipt of their regular earnings while serving at court shall remit all monies paid by the court for expenses to the Society.

(d) Family responsibility leave

- i In the case of an illness of an immediate family member as defined above, employees shall be allowed time off with pay from their accumulated sick pay, or unpaid sick leave, for up to two (2) working days.
- ii If more than two (2) working days are required due to travel or otherwise, the employee may request additional time off without pay.
- iii Additional leave of absence without pay as above will not be unreasonably withheld if requested. Satisfactory proof of the necessity to take additional leave of absence under this section may be requested. All such leaves must be approved by Human Resources.