

KNOW YOUR AGREEMENT

24.08 | GENERAL LEAVE INCLUDING BEREAVEMENT LEAVE

The Employer may grant an employee leave of absence with pay for purposes other than those specified in the Agreement to a maximum total of 35 hours per calendar year.

What is the purpose of General Leave?

General leave provides up to 35 hours of paid time off per calendar year for employees to take care of personal business. The reasons for taking general leave are quite broad and can include such things as attending a wedding, dealing with household issues, caring for a sick dependent, etc. The only limitation for taking general leave is that it can't be for a purpose already specified in the collective agreement (e.g., annual vacation leave).

Can I use this leave for vacation purposes?

General leaves are not meant to be used for vacation. As outlined in the collective agreement, general leaves of absence are "for purposes other than those specified in the agreement." Annual vacation leaves are specified in the agreement.

Do I need to let my supervisor know that I am taking time off under this leave provision?

Any leave from work needs to be requested in advance, if possible. If an emergency arises and the employee is not able to make their request in advance, the employee should notify their supervisor as soon as possible.

Can I take more than one general leave day in a row?

There is nothing that prohibits an employee from taking more than one general leave day in a row. A supervisor may seek additional information under these circumstances to determine if the leave is for purposes already specified in the collective agreement such as vacation.

Can I carry unused leave to the next calendar year?

General leave is not carried over to the next calendar year. It is advisable to use general leave when possible before other kinds of leave.

What if I am part-time employee or I started with the Public Service after January 1st?

General leave of up to 35 hours is pro-rated based on the percentage of hours an employee is at work

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during the calendar year. If you work half time hours, you would be entitled to 17.5 hours of general leave per calendar year.

Do I need to use general leave when I have a medical or dental appointment?

Employees are entitled to up to two hours of paid time for medical, dental or midwife appointments (including for dependent children) where it is not possible to schedule the appointment outside of work hours. If the leave from work exceeds two hours, the full leave time shall be charged to general leave, followed by OSS, or annual vacation.

24.08 (b) Bereavement Leave

Bereavement leave provides leave with pay to employees. It is in addition to the 5 days that is available under general leave. Bereavement leave normally provides up to 5 days of leave with pay to employees when there is a death in the immediate family. Immediate family is defined in the clause (see below). It also provides a one day leave with pay for grandparents and some in-law categories (see below).

Collective Agreement Language

24.08(b) The Employer will allow an employee reasonable leave of absence with pay for bereavement under the following terms:

(i) In the case of death in the immediate family an employee not on leave of absence without pay shall be entitled to special leave, at their regular rate of pay. The leave will include the date of the funeral or the date of death with, if necessary, an allowance for immediate return travelling time. Such leave shall normally not exceed five workdays.

(ii) Immediate family is defined as an employee's parent, stepparent, spouse, child, stepchild, grandchild, brother, sister, stepsibling, father-in-law, and mother-in-law. Any relative permanently residing in the employee's household or with whom the employee permanently resides is also considered immediate family.

(iii) In the event of the death of the employee's grandparents, son-in-law, daughter-in-law, brother-in-law, sister-in-law, the employee shall be entitled to special leave for one day for the purpose of attending

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the funeral.

(iv) If an employee is on vacation leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to vacation leave credits.

(v) Where established ethno cultural or religious practices provide for ceremonial occasions other than the bereavement period in (i) above, the balance of the bereavement leave as provided in (i) above, if any, may be taken at the time of the ceremonial occasion.

What other leaves are available in the collective agreement?

There are many other kinds of leave in the collective agreement including the following:

- 24.01 Leaves for Union or Licensing Body Activity
- 24.02 Union Business or Arbitration Proceedings
- 24.03 Leave for Court Appearances
- 24.04 Leave For Writing Examinations
- 24.05 Canadian Armed Forces
- 24.06 Emergency Service and Provincial Emergency Program Leave
- 24.07 Elections
- 24.08 General Leave
- 24.09 Extended Leave
- 24.10 Field Crew Leave
- 24.11 Penal Restrictions
- 24.12 Special Licenses and License Renewal
- 24.13 Compassionate Care Leave
- 24.15 Leave Respecting Death of Child (NEW)
- 24.16 Leave Respecting Disappearance of Child (NEW)
- 24.17 Donor Leave (NEW)
- 26 Maternity, Parental and Adoption Leave
- Extended Child Care Leave (NEW)
- 36.03 Political Activity