



POLICY AND PROCEDURE	
Title: Personal Emergency Leave	Category: Human Resources
Approved by FHT: January 24, 2019	Next Review: January 2020
Author: Executive Director	Reviewing Body: Board of Directors FHT

I. POLICY

All employees (full time, part time and temporary/contract employees, but not independent contractors) are entitled to eight (8) Personal Emergency Leave days (“**PEL days**”) per calendar year. Unused PEL days cannot be carried over to the following year.

The entitlement to PEL days becomes effective following two weeks of employment with the NN FHT, subject to the provisions below.

Any part of a day taken as a PEL day will be deemed to one full PEL day.

Specified Reasons for PEL Days

PEL days can be used for the following reasons:

- a) Personal illness, injury or medical emergency
- b) The death, illness or medical emergency of a family member
- c) An urgent matter that concerns a family member

Family members are defined as follows:

- a. The employee’s spouse (which includes a common law partner)
- b. A parent, step-parent or foster parent of the employee or the employee’s spouse
- c. A child, step-child or foster child of the employee or the employee’s spouse
- d. The spouse of a child of the employee
- e. The employee’s brother or sister
- f. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee’s spouse
- g. A relative of the employee who is dependent on the employee for care or assistance

Paid PEL Days

All employees are entitled to a minimum of 2 paid PEL days (out of 8) per calendar year. Employees are eligible for the 2 paid PEL days after two weeks employment. Any PEL days

taken during the first weeks of employment will be unpaid and will be counted against the remaining unpaid PEL days.

The FHT provides additional **paid** PEL days depending on an employee's status as a full time vs. part time employee. Temporary or contract employees are not entitled to additional paid PEL days.

Full time means what is considered full time at the employee's site of employment.

Part time means any hours less than a regular full-time schedule at the employee's site of employment.

Permanent full-time employees:

- May take a total of 8 PEL days during the calendar year immediately upon commencement of employment
- 5 of the 8 PEL days will be paid, subject to the following terms
 - the employee has been employed for more than two weeks
 - Any unpaid PEL days taken during the first 3 months of employment will be counted against the remaining PEL entitlement during the calendar year

Permanent part-time employees:

- May take a total of 8 PEL days during the calendar year following two weeks of employment
- The employee will be entitled to a pro-rated portion of the 5 paid PEL days available to regular full-time employees. For example, if an employee regularly works .6 FTE (or 60% of the hours of a full-time employee), then he/she will be entitled to a total of 3 (60% of 5) paid PEL days per calendar year (8 full PEL days but only 3 are paid)
- At a minimum, 2 of the 8 PEL days will be paid after the employee has been employed for two weeks.
- Any paid or unpaid PEL days taken during the first 3 months of employment will be counted against the remaining PEL entitlement during the calendar year

Grandfathered Paid PEL Days:

Certain employees have different arrangements regarding their entitlement to paid PEL days. Those arrangements will continue unless the FHT determines otherwise at a future time. This policy applies to those with grandfathered arrangement with the necessary adjustments for the number of paid PEL Days. Only those employees who have received a letter dated January 29, 2018 from the Executive Director of the FHT confirming their guaranteed grandfathered arrangement are entitled to deviate from this Policy.

Notification Requirements

Any employee wishing to take a PEL day shall notify his/her manager of the PEL day leave that he/she will be doing so as far in advance as possible.

If the employee begins the leave before advising his/her supervisor, he/she must notify the Administrative/Assistant Lead (FHN) via telephone between 7 -7:30 am as soon as possible after beginning it. Employees should advise of their anticipated date of return to work.

At the time of notification, the employee should provide sufficient information to confirm he/she is taking the leave for the specified reasons set out above.

The FHT may require an employee who takes a PEL day to provide evidence reasonable in the circumstance to substantiate that the leave is for:

- a. The employee's illness, injury or medical emergency
- b. The death, illness or medical emergency of a family member
- c. An urgent matter that concerns a family member

The employee may be asked to provide a medical certificate in support of taking a PEL day.