

Title: **LEAVE OF ABSENCE – EMERGENCY LEAVE – SUPPORT STAFF**

Adopted: June 2, 2009

Revised: April 2020

PURPOSE

The purpose of this procedure is to provide guidance and expectations regarding emergency leaves of absence for support staff.

PROCEDURES

1. The Employment Standards Act, 2000 provides employees different job-protected unpaid leave of absence based on the emergency including:
 - Family responsibility leave
 - Family caregiver leave
 - Family medical leave
 - Critical illness leave
 - Organ Donor leave
 - Reservist leave
 - Child death leave
 - Crime-related child disappearance leave
 - Domestic or sexual violence leave
2. Please refer to The Employment Standards Act, 2000 for further information.
3. The number of days granted under Bloorview School Authority policy for sick leave and bereavement are to be included when determining whether the employee has reached the maximum number of days of emergency leave, as prescribe by the Employment Standards Act, 2000.
4. An employee wishing to take the leave must advise the Principal or designate that he/she will be doing so. Where the employee must begin the leave before advising the Principal, the employee must provide notification as soon as possible after the leave begins.
5. Bloorview School Authority can require an employee who takes emergency leave to provide evidence that is “reasonable in the circumstances” that the employee was entitled to the leave. The precise nature of the evidence that can be required will be determined based on consideration of all of the relevant circumstances.