 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resources Manual</p>
<p style="text-align: center;">Leave - Compassionate Care</p>	<p style="text-align: center;">Section 1317</p>

COMPASSIONATE CARE LEAVE

PURPOSE

1. Compassionate care leave provides employees the opportunity to balance their work and family life by taking reasonable unpaid leave for certain reasons.


APPLICATION

2. These guidelines and procedures apply to indeterminate employees who are entitled to compassionate care leave – a leave of absence from employment up to eight (8) weeks without pay to provide care or support to a family member.

DEFINITIONS


3. **Family member** in relation to an employee means:
 - i. A spouse or common-law partner of the employee;
 - ii. A child of the employee or a child of the employee’s spouse or common-law partner;
 - iii. A parent of the employee or a spouse or common-law partner of the parent; or
 - iv. Any other person who is a member of a class of persons prescribed for the purposes of this definition “family member” in accordance with the Employment Insurance Act.

4. **Qualified medical practitioner** means a person who is entitled to practice medicine under the laws of the jurisdiction in which care or treatment of the family member is provided.

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PROVISIONS

5. Employees will be required to provide a medical certificate from a qualified medical practitioner supporting the leave period request. A certificate from another medical practitioner, such as a nurse practitioner, will be acceptable when the gravely ill family member is in a geographic location where treatment by a medical doctor is limited or not accessible, and a medical doctor has authorized the other medical practitioner to treat the ill family member.
6. The medical certificate will confirm that the member of the family is gravely ill with a significant risk of death within 26 weeks (6 months) and that require the care of one or more family members is required to:
 - Provide from psychological comfort or emotional support;
 - Arrange for care provided by a third party provider (e.g. A health care professional); or
 - Directly provide or participate in the care.
7. Employees requesting compassionate care leave will be required to complete a compassionate care leave form co-coordinated by the Compensation & Benefits Division, Department of Finance (refer to Appendix E) and provide confirmation that they qualify for Employment Insurance benefits along with a medical certificate from a qualified medical practitioner supporting the leave period request.
8. An employee shall notify the Employer, in writing, of the commencement date of the leave. Normally an employee is expected to provide a notice of an intention to take a compassionate care leave without pay not less than thirty (30) days before leave is to begin. Approval for a shorter notice period will be subject to prior approval by the deputy head.
9. Compassionate care leave without pay not exceeding more than eight (8) weeks may be shared by two or more employees of the same family working within the GN.
10. The employee shall not combine compassionate care leave with any of the other leave entitlements normally available.
11. Any designated paid holiday occurring during the compassionate care leave period shall be considered leave without pay.

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12. An employee approved for compassionate care leave will not have their position offered to another employee unless the employer offers the employee an alternative equivalent position in the same community.
13. The employer will not dismiss, suspend, lay-off, demote or discipline an employee because he/she has applied and been granted compassionate care leave of absence.

AUTHORITIES AND REFERENCES

14. Public Service Regulations
Section 30-32, Special Leave
15. Main Collective Agreement with NEU
Article 19, Special Leave Credits
16. Collective Agreement with NTA
Article 15, Other Types of Leave
17. Senior Managers' Handbook
Compassionate Care Leave
18. Excluded Employees' Handbook
Compassionate Care Leave

CONTACTS

19. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut**

or

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut**