

Personal Emergency Leave and Sick Time not covered by Your Collective Agreement

In *addition* to any leave accounted for in the Collective agreement, as a Federally Regulated workplace, under the Canada Labour Code, members of Local 34-O (excluding Transervice who are provincially regulated) are entitled to the following leaves:

Sick Time (Medical Leave)

Entitlement to sick time is a combination of what is listed in the Code as well as your Collective Agreement.

1. Canada Labour Code Minimum (Guaranteed Paid Leave)
 - a. The Code guarantees a minimum number of paid days for personal illness, injury, and related matters. These provisions are the floor must be met regardless of entitlements or lack thereof under your Collective Agreement.
 - b. **Paid Days:** Up to 10 per calendar year. Paid at 100%
 - i. New employees earn 3 paid days after 30 days of continuous employment, an additional day is earned at the start of each following month to a maximum of 10 days annually.
 - ii. Reasons: Personal injury, illness, organ tissue donation, medical appointments during working hours, quarantine.
 - c. **Unpaid days:** Workers are entitled to an additional 27 weeks of unpaid medical leave.
 - d. **Collective Agreement:** Any entitlements under the collective agreement are engaged AFTER the minimums outlined in the Code have been utilized. This is normally true. However the rule is that whichever benefit is greater is utilized before the other. So if CBA entitlements benefit the worker more in overall scope than those in the Code, those entitlements would be used first.

Personal Emergency Leave

This leave covers urgent personal and family matters and is primarily governed by the CLC. Your Collective Agreement provides an additional, specific paid leave for violence or abuse.

1. General entitlement is a total of 5 days
2. If you have completed 3 consecutive months of employment, the first 3 days of emergency leave are paid, the final two are unpaid
3. Usage: Personal emergency leave can be used for a broad range of reasons, including:
 - a. Caring for or treating a family member.
 - b. Addressing urgent personal or family matters.
 - c. Responsibilities related to the education of a family member under 18.
 - d. Attending a citizenship ceremony

Note: Your employer may request supporting documentation for this leave in writing up to 15 days after your return to work. They may only do so if there is evidence of abuse, such as an absenteeism pattern, that has been proven. Employees are only required to provide it if it is reasonably practicable for you to obtain and provide it. The worker is the person who decides what is reasonable. If the worker decides it is unreasonable, they may provide a written attestation or statement for the leave. An employer CANNOT deny leave on the basis that documentation was not provided. Examples of the definition of what is reasonable may be found on the Government of Canada's IPG-098