

## Section F – Time Off

### ARTICLE 1 CORPORATION HOLIDAYS

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F 1.1 For the purpose of this agreement the following days shall be recognized as Corporation Holidays. The dates in parentheses indicate the date the holiday is observed for rotating shift employees:

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| * New Year's Day ( <u>Jan. 1<sup>st</sup></u> )              | * Labour Day  |
| * <u>Louis Riel Day</u>                                      | * Thanksgiving Day  |
| * Good Friday  | + Remembrance Day ( <u>Nov. 11<sup>th</sup></u> )   |
| * Victoria Day   | # Christmas Eve (half day) ( <u>Dec. 24<sup>th</sup></u> )                                    |
| * Canada Day ( <u>July 1<sup>st</sup></u> )<br>Civic Holiday | * Christmas Day ( <u>Dec. 25<sup>th</sup></u> )<br>Boxing Day ( <u>Dec. 26<sup>th</sup></u> ) |

\* Holidays for which an employee may be eligible to receive payment in accordance with the Employment Standards Act.

+ Remembrance Day is subject to the provisions of the Remembrance Day Act and will be observed on the day it occurs.

# Christmas Eve holiday will be observed on the last working day prior to Christmas Day commencing either 4 hours after the employee's normal starting time for employees working 7.92 hours or after completing the first half the regularly scheduled shift for all other employees.

F 1.1.1 In lieu of Easter Monday as a Corporate Holiday, eligible employees will have one day (7.92 hours (pro-rated for part-time employees)) added to their vacation credits.

Any employee wishing to take Easter Monday as a vacation day will be guaranteed that day off.

F 1.2 If an additional holiday is proclaimed for the general public by the Government of Manitoba or the Government of Canada, it shall be recognized as a Corporation Holiday.

F 1.3 When a Corporation Holiday, except Remembrance Day, occurs on a Saturday or Sunday, the Corporation Holiday shall be observed on a working day or working days designated by the Corporation immediately prior to or following the weekend.

- F 1.4 When a Corporation Holiday coincides with a scheduled day of work for employees, such employees shall be granted leave of absence with pay in observance of Corporation Holidays. To be eligible, employees must have received pay on their last scheduled working day prior to and their first scheduled working day following the Corporation Holiday, unless on authorized leave of absence.
- F 1.5 When a Corporation Holiday coincides with an employee's normal day(s) off, i.e. shift employees, and they are not required to work that day, they shall be granted leave of absence without loss of salary at a mutually agreed time or a day's salary at basic rate in lieu of the holiday, except for:
- F 1.5.1 Employees who work less than full-time hours and the holiday does not occur on what would have been a scheduled day of work, will receive holiday pay based on their total hours worked in the previous 30 calendar days prior to the holiday divided by the number of working days available in the same period.
  - F 1.5.2 When Remembrance Day occurs on a Saturday or Sunday, an employee, if eligible, shall have one day (7.92 hours) added to their vacation credits.
  - F 1.5.3 Employees required to work on Remembrance Day when it falls on a Saturday or Sunday will receive pay at 2x basic rate for all hours worked. In addition, they shall have one day (7.92 hours) added to their vacation credits.
    - F 1.5.3.1 Employees who work less than full time hours will receive holiday pay for Remembrance Day based on Article F 1.5.1.
- F 1.6 Employees who are terminated by the Corporation, on lay off, or are on authorized leave of absence without pay of less than 30 calendar days, and who have worked 15 days in the 30 day period immediately prior to a Corporation Holiday referred to in Article F 1.1, are eligible to receive one day's pay at basic rate in lieu of the holiday. Eligibility will not apply to employees who resign or voluntarily terminate their employment or who are on leave of absence without pay in excess of 30 calendar days with the Corporation.
- F 1.7 Employees required to work on a Corporation Holiday will receive, in addition to basic salary (if eligible):
- a) pay at 2x their basic rate for all hours worked, or
  - b) straight time pay, plus time off without loss of pay at a mutually agreed time equivalent to the hours worked on the Corporation Holiday.

In either case, total compensation will not exceed 3x basic rate.

## ARTICLE 2 VACATIONS

- F 2.1 The vacation accrual and utilization year shall be from the beginning of the pay period, which includes April 1st of one year to the end of the last complete pay period in March of the following year.
- F 2.2 Utilization of vacation will normally take place in the vacation year following that in which it was accrued.
- F 2.3 An employee shall accumulate vacation credits on basic (straight time) hours paid while at work and/or on leave with pay in accordance with the following vacation accrual schedule:

### VACATION ACCRUALS (in 24 pay periods)

YEARS OF SERVICE	BENEFIT CREDIT DAYS	VACATION DAYS	VACATION HOURS	ACCRUAL RATE PER HOUR
0 - 2.999	5	10	118.80	0.0672
3 - 9.999	5	15	158.40	0.0896
10 - 19.999	5	20	198.00	0.1119
20+	5	25	237.60	0.1343

Details on the allotment of Benefit Credits are provided in Appendix C.

- F 2.4 If a Corporation Holiday falls within an employee's vacation period, an extra day off in lieu of the holiday will be granted, to be taken at a time to be arranged between the employee and the Corporation.
- F 2.5 Employees shall submit their preferred vacation dates to their supervisor for approval. Union seniority shall be recognized as a factor when vacation requests conflict, but senior employees shall not automatically receive preferred vacation periods.
- F 2.6 Vacation shall not normally be accumulated from year to year, however, an employee may carry over up to 20 days of vacation. In such event, employees must recognize that vacation scheduling with carryover balances will be subject to peak workload and peak vacation requirements.
- F 2.7 When an employee's vacation period includes one or more paydays, the employee may, on written request, receive a vacation cheque(s) on the payday immediately prior to the first day of vacation. Requests must be made at least 10 calendar days prior to the payday on which the vacation cheque(s) are to be received.

- F 2.8 Employees will not normally be recalled from vacation, however in the event an employee is recalled to work during a scheduled vacation or is not notified of vacation deferment prior to the completion of work on the last regular day of work prior to commencing scheduled vacation, pay will be at twice basic rate of pay for all work performed for the duration of the recall to work assignment, but not exceeding a period equal to the scheduled vacation and will then revert to basic rate of pay. As mutually agreed, the employee may either defer the scheduled vacation or have vacation with pay run concurrent with the recall to work assignment.
- F 2.9 Summer students will have their vacation accrual earnings paid out on each biweekly pay cheque at the rate of 0.0620 hours pay per regular hour worked.
- F 2.10 Employees have the option to cash out basic vacation credits up to twice per year and up to an annual maximum of 79.2 hours.
- F 2.10.1 For vacation cash-out requests, payment will occur on the earliest possible payday following the request.
- a) The cash payment is based upon the employee's prevailing rate of pay.
  - b) The cash payment will not be considered pensionable earnings.

### **ARTICLE 3 SICK LEAVE**

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- F 3.1 Sick leave is provided for the sole purpose of insuring an employee of a continuing income during periods of bona fide sickness.
- F 3.2 Sick leave credits shall be accumulated on basic hours paid when an employee is at work or on authorized leave with pay other than sick leave. Sick leave credits will not be accumulated when the employee is on leave without pay. An employee shall accumulate sick leave credits as follows:

**SICK LEAVE ACCRUALS**  
*(in 25 pay periods)*

Pay Periods of Service	Sick Leave Credits (Days)	Sick Leave Credits (Hours)	Accrual Rate Per Hour
≤ 64	<u>18</u>	<u>142.56</u>	<u>0.0773</u>
> 64	26	205.92	0.1118
Maximum allowable accrual	246	1948.32	

- F 3.3 Employees on authorized sick leave shall be paid at the basic rate set for their classification during the time of sickness, for the maximum number of hours in the employees' regular workday had they not been absent on account of sickness.
- F 3.4 Employees shall notify their immediate supervisor or other designated officer of their division of their sickness or inability to perform regular duties as soon as practicable on the first day of absence or inability, indicating the reason for and the probable duration of such absence or inability.
- F 3.5 If employees fail to notify the Corporation of their absence due to sickness or inability to perform regular duties, they shall not receive payment for sick leave unless they can show to the Corporation's satisfaction that they were unable to give notice, or that they made a bona fide but unsuccessful attempt to do so on the first day of absence and on successive days of absence.
- F 3.6 The Corporation may require employees who claim they have been absent because of sickness to furnish a certificate by a duly qualified medical practitioner certifying their inability to attend to regular duties.
- F 3.7 If employees fail to furnish a medical certificate when requested, their absence from work may be considered as unauthorized and consequently without pay.
- F 3.8 The Corporation reserves the right to determine at any time, in consultation with a medical authority and the employee, the necessity for sick leave and the capability of an employee to return to work.
- F 3.9 If an employee requires or desires medical attention, which is not of an emergency nature but is or may be necessary to safeguard future health, the Corporation may grant a request for sick leave with pay provided that the request for such leave is made at least 2 working days in advance of the date on which leave is required, and the medical authority to be consulted is named in the request.

Employees will attempt to schedule non-emergency medical and dental appointments during their scheduled days off.

- F 3.10 An extension of sick leave beyond the period of sick leave credits accumulated by an employee shall be at the discretion of the Corporation.
- F 3.11 Employees shall have the right to return to the position held prior to going on sick leave or another comparable vacancy at any time up to the date on which their accumulated sick leave credits are exhausted, provided they are judged capable of resuming employment.
- F 3.12 When employees return to work after being on sick leave, they shall resume the accumulation of sick leave credits at the same rate as such credits were being accumulated immediately prior to such sick leave.
- F 3.13 When employees are transferred from a classification not covered by this agreement to a classification which is covered by this agreement, they shall retain whatever sick leave credits they may have accumulated to the date of transfer. If such sick leave was accumulated on an hourly basis, it shall be converted on the basis applicable prior to transfer and from the date of transfer such employees shall accumulate further sick leave credits in the manner provided by this agreement.
- F 3.14 Employees who have a work-related illness/injury that was accepted by the Workers Compensation Board, but whose benefits were discontinued as per Section 39 of the Workers Compensation Act, will not be entitled to use sick leave for that same illness/injury.
- F 3.15 Sick leave credits shall automatically be forfeited when an employee loses status.
- F 3.16 If an employee becomes ill or injured during a vacation and would have been unable to work for at least 5 calendar days, or if the employee is hospitalized during a vacation, the employee shall be allowed to utilize sick leave credits for the working days during which the employee would have been unable to work. The employee must provide the Corporation with written documentation, from a qualified medical practitioner, verifying they would have been unable to work during this time because of a bona fide medical condition.
- F 3.17 If an employee is off work due to an injury sustained from a motor vehicle accident, he/she cannot claim Manitoba Hydro sick leave credits and receive Income Replacement payments from Manitoba Public Insurance Corporation for the same period of time. The employee will continue to receive sick pay in return for a commitment to remit all MPI Income Replacement payments to the Corporation.

## ARTICLE 4 LEAVE OF ABSENCE

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F 4.1 The Corporation may grant reasonable leave of absence without pay to an employee for special reasons upon receipt of a written request submitted to the employee's immediate supervisor.

F 4.2 An employee who is granted leave of absence without pay for a period of 30 calendar days or less shall return to the position held immediately prior to going on leave, except in the case where an employee requests Personal Leave for Family Responsibility reasons. In these cases, the maximum length of time the position will be held would be 6 months.

F 4.2.1 Personal Leave for Family Responsibility reasons will not be normally used to extend maternity, parental or adoptive leaves.

F 4.3 An employee may be granted Personal Leave without pay for personal reasons for a maximum period of 2 years. Personal Leave exceeding 30 days must be recommended by a Division Manager for approval.

F 4.3.1 An employee must have continuous service exceeding 7 years duration to qualify for the maximum period.

An employee with less than 7 years continuous service will have the period of leave without pay prorated on the following basis:

$$\frac{\text{years of continuous service}}{7 \text{ years}} \times 104 \text{ weeks} = \text{total weeks leave}$$

**Note:** Round off to the nearest week.

F 4.3.2 An employee will retain bidding rights on internal job postings for the length of approved Personal Leave on the provision that the employee must be available for work within a reasonable time frame.

F 4.3.3 The number of Personal Leaves granted to an employee during the employee's career will be at the discretion of the Division Manager, Human Resources.

F 4.4 Corporate service, union seniority, and service related benefits accrued by an employee up to the commencement of approved leave of absence without pay will normally be held in suspension, without any further accruals, until the period of leave of absence expires, except as provided for in Article F 4.16, F 4.20, and F 4.23.

F 4.4.1 During periods of leave of absence other–Maternity and Parental leave, an employee may, where practicable, make special arrangements to carry contributory benefits during the period of leave.

## **Leave For Union Business**

F 4.5 Requests by the Union that an employee be granted leave of absence for the purpose of transacting Union business shall be given priority consideration and where such leave is granted, it shall be without pay and for such period of time as may, in the opinion of the Corporation, be considered reasonable and permissible under system operations.

F 4.5.1 For the purpose of this article, Union business will include full or part time work as a representative or officer of the CUPE Local 998 or a labour organization with which the Union is affiliated, including attendance at schools, conferences, and conventions.

F 4.6 Requests for leave of absence for periods of up to 30 calendar days for the purpose of transacting Union business shall be submitted with as much notice as possible on a form supplied by the Corporation and will be subject to Departmental approval. Minimum notice requirements will be as follows:

F 4.6.1 Requests for leave for periods of 3 days or less shall be submitted at least 2 working days in advance of the time leave is desired.

F 4.6.2 Requests for leave for periods exceeding 3 days but not exceeding 30 calendar days shall be submitted at least 2 weeks in advance of the time leave is desired.

F 4.6.3 On request by the Union, the Corporation shall, during the period of leave of absence, continue to pay employees as if they had remained at work, but will bill the Union for all wage and benefit costs paid to or on behalf of employees on leave as well as any added cost of replacing employees during the period of leave of absence.

F 4.7 Requests for leave of absence for periods exceeding 1 month but not exceeding 3 years for the purpose of transacting Union business shall be submitted in writing to the Division Manager, Human Resources for approval at least 2 weeks in advance of the date leave is required.

F 4.7.1 Retention of employee benefits, including union seniority, and the continuation of contributory benefits during the period of leave will be as provided in Articles F 4.4 and F 4.4.1.

- F 4.7.2 During a period of leave, employees will remain eligible to apply for posted vacant positions with the understanding that if selected they must be available when required by the department.
- F 4.8 An employee returning to work within 6 months will return to the position held immediately prior to going on leave. If the job no longer exists, they shall return to a comparable position with not less than the same wages and benefits.
- F 4.9 In the event the leave extends beyond 6 months, an employee may return to the position held immediately prior to going on leave, if that job is available; if not, they will be placed in an existing vacancy for which they are qualified.
- F 4.9.1 Employees described in Article F 4.9 who are not reinstated in their former position or in a comparable position on return from leave of absence will receive preferential consideration for promotion, if qualified, to the first suitable and available vacancy at the level of their former position.
- F 4.10 Employees must advise the Corporation at least 2 weeks in advance of their intended return date.

## **Maternity, Parental and Adoptive Leave**

### *Maternity Leave*

#### Eligibility:

- F 4.11 Leave of absence without pay shall be granted to a pregnant employee providing that:
- a) the employee has successfully completed the required probationary period with the Corporation;
  - b) the request for leave is submitted in writing to the appropriate supervisor, 4 weeks prior to the intended leave of absence date; and
  - c) the employee provides a signed statement requesting maternity leave, including the expected delivery date of the child.
- F 4.11.1 An employee who does not submit a request for leave, is nevertheless entitled to, and upon application to the immediate supervisor, shall be granted, the leave to which they are entitled under Article F 4.12, 4.13 and 4.14 or such portion thereof as has not yet expired at the time the application was made.

Duration:

F 4.12 Maternity leave shall consist of up to 17 weeks.

F 4.12.1 The maternity leave may be taken in a period to begin no earlier than 17 weeks prior to the anticipated delivery date and to end no later than 17 weeks following the actual date of birth. In the event the actual date of delivery occurs after the date specified on the medical certificate, the maternity leave shall be extended by the period between the actual date of delivery and the anticipated date of delivery.

F 4.13 If the Corporation and the employee's doctor require an employee to begin maternity leave prior to or during the 17 weeks prior to the expected date of birth due to medical reasons, the employee may elect to utilize sick leave benefits up to the date of birth.

F 4.13.1 An employee who is not on maternity leave and delivers a stillborn child or who miscarries, shall have the following options:

- a) utilize sick leave credits, or
- b) be placed on maternity leave provided the employee qualifies for maternity leave employment insurance benefits. The employee will be required to work once she is able to, but no later than the termination of her maternity leave.

F 4.14 Upon completion of maternity leave entitlement, the employee who wishes to resume her employment shall be reinstated by the Corporation to the position occupied by her at the commencement of maternity leave or in a comparable position with not less than the same wages and benefits.

F 4.14.1 The employee must advise the Corporation at least 4 weeks in advance of her intended return date.

F 4.14.2 The Corporation is not required to reinstate an employee who remains absent from work for a period longer than that specified in Articles F 4.12.1 and F 4.13, except as provided in Article F 4.18.

Maternity Leave Plans:

F 4.15 Employees who qualify for maternity leave may apply for such leave without pay in accordance the Maternity Leave Plans included in Appendix B.

Benefits and Service:

F 4.16 Employees who are on approved Maternity Leave shall have all benefits and service held in suspension during the period of approved leave. On return from leave, an employee will be credited with corporate service and union seniority for the full duration of the leave, and up to a maximum of 17 weeks for the following specified service related benefits:

- a) sick leave and/or sick leave vesting credits;
- b) basic vacation credits;
- c) northern vacation credits if the employee was accruing immediately prior to and immediately following the leave;
- d) long service recognition vacation credits; and
- e) severance pay credits

*Parental or Adoptive Leave*

Eligibility:

F 4.17 An employee will be eligible for parental or adoptive leave provided that:

- a) the employee becomes the natural parent of a child or assumes actual care and custody of his or her newborn child; or for the adoptive parents, the employee adopts a child under the law of a Province. The employee may be required to furnish proof of adoption; and
- b) the employee has successfully completed the required probationary period with the Corporation;
- c) the request for leave is submitted in writing to the appropriate supervisor, a minimum of 4 weeks prior to the intended leave of absence date.

Duration:

F 4.18 Parental or Adoptive Leave shall consist of a period up to 43 continuous weeks in accordance with the following:

- a) Parental leave must commence prior to the first anniversary date of the birth or adoption of the child, or on the date in which the child comes into the actual care and custody of the employee.

- b) A natural mother electing to take Parental Leave in addition to maternity leave as provided in Articles F 4.12 and F 4.13 will normally commence Parental Leave immediately on expiry of maternity leave. With Manitoba Hydro approval, the parental leave may be taken at a future date but must commence prior to the first anniversary date of the birth of the child.
- c) An employee who does not submit a request for leave in accordance with Article F 4.17 is nevertheless entitled to, and upon application to the immediate supervisor, shall be granted, the leave to which they are entitled under Article F 4.18 or such portion thereof as has not yet expired at the time the application was made.

F 4.19 Upon meeting the requirements and receiving the entitlements provided in Article F 4.18, the employee who wishes to resume employment following the leave of absence shall:

- a) Advise the Corporation at least 4 weeks in advance of the intended return date.
- b) Be reinstated by the Corporation in the position occupied by the employee prior to commencement of leave or in a comparable position with not less than the same wages and benefits.

F 4.19.1 The Corporation is not required to reinstate an employee who remains absent from work for a period longer than specified in Article F 4.18.

#### Benefits and Service:

F 4.20 Employees who are on approved Parental or Adoptive Leave (except for Adoptive Mothers – see Article F 4.21) shall have all benefits and service held in suspension during the period of approved leave. On return from leave, an employee will be credited with corporate service and union seniority for the full duration of the leave, and up to a maximum of 12 weeks of the following specified service related benefits:

- a) basic vacation credits;
- b) northern vacation credits if the employee was accruing immediately prior to and immediately following the leave;
- c) long service recognition vacation credits; and
- d) severance pay credits.

### *Adoptive Mothers*

- F 4.21 Adoptive mothers who qualify for adoptive leave may apply for such leave in accordance with the Maternity Leave - Plan B, as outlined in Appendix B.
- F 4.22 Eligibility and duration of adoptive leave for adoptive mothers will be administered in accordance with Article F 4.17 and F 4.18.
- F 4.23 Adoptive mothers shall have all benefits and service held in suspension during the period of approved leave. On return from leave, the employee will be credited with corporate service and union seniority for the full duration of the leave, and specified service related benefits as follows:
- a) up to a maximum of 17 weeks of sick leave and/or sick leave vesting credits; and
  - b) up to 12 weeks of basic vacation credits;
  - c) up to 12 weeks of northern vacation credits if the employee was accruing immediately prior to and immediately following the leave;
  - d) up to 12 weeks of long service recognition vacation credits;
  - e) up to 12 weeks of severance pay credits.

### **Benefits and Service - Other**

- F 4.24 Employees (except Casual Status employees) will accrue corporate service and specified service related benefits based on their normal basic working hours. Their normal basic working hours are those in effect at the time the employees commence maternity or parental leave.
- F 4.25 The accrual of corporate service and specified service related benefits for Casual Status employees will be proportionate to basic hours paid during the 12 consecutive months immediately prior to the leave in comparison to normal basic working hours. Where an employee has more than 7 but less than 12 consecutive months of service, accruals will be proportionate to basic hours paid in comparison to normal basic working hours, for the period of the employee's actual service.
- F 4.26 Where employees make arrangements to pay their portion of contributory premiums for Group Life Insurance, the Corporation will continue to contribute its portion to the plan.
- F 4.27 An employee's union seniority date will not be adjusted for periods of approved Maternity, Parental or Adoptive Leave.
- F 4.28 Status employees and their eligible dependents will be covered by the dental services, extended health benefits and prescription drug plans as provided in

Article G 2 for the duration of their approved Maternity, Parental or Adoptive Leave.

F 4.29 Status employees will be covered by the Corporation's long term disability income plan if they become disabled during their approved maternity or parental leave. The plan will apply at the time the employee would otherwise have returned to work from the leave.

### **Political Leave**

F 4.30 Political Leave is considered to be a leave of absence without pay and will be granted to employees who are seeking election to public office or who are elected to public office, subject to the following provisions:

F 4.31 Employees who are seeking election to public office:

- a) will give, where practicable, a minimum of 4 weeks notice prior to the commencement of the Political Leave;
- b) will be allowed a maximum period of leave starting from the date the writ is issued for Provincial or Federal elections or from the official nomination deadline for Civic elections to a date no later than 90 days following the release of official results;
- c) will have their position or job held for the duration of the leave;
- d) will retain bidding rights on internal job postings for the length of the leave on the provision that the employees must be available for work when required by the Corporation;
- e) will not accrue corporate service nor service related benefits for the duration of the leave;
- f) may make arrangements to continue coverage under the Group Life Insurance Plan by maintaining 100% of premium contributions;
- g) will not be eligible for the Long Term Disability Plan for the duration of the Political Leave;
- h) will be eligible for coverage under the Benefit Plans as outlined in Article G 2.

F 4.32 Employees who are elected to public office:

- a) within 90 days of the release of official election results, must notify the Corporation of their intention to continue on Political Leave;
- b) will be allowed leave, the length of which would be equivalent to their term(s) in elected office;
- c) will not have their position or job held;
- d) will retain bidding rights on internal job postings for the length of the leave(s) on the provision that the employees must be available for work when required by the Corporation;
- e) will not accrue corporate service nor service related benefits for the duration of the leaves;
- f) will not be eligible to participate in the Group Life Insurance Plan;
- g) will not be eligible for the Benefit and Long Term Disability Plans.

F 4.33 Employees, elected to public office, who request to return to work at the end of their Political Leaves:

- a) must provide the Corporation with written notice of their intentions within 90 days from the day on which the official election results are released or from the day on which the employees resign from public office;
- b) will be placed in a position comparable to the one held prior to taking Political Leave, subject to the above notice provision.

## LEAVES OF ABSENCE WITH PAY

### **Bereavement Leave**

F 4.34 Leave will be granted as follows:

- F 4.34.1 In the event of the death of a spouse, child, mother, father, mother-in-law, or father-in-law, an employee shall be granted up to 5 days leave with pay.

- F 4.34.2 In the event of the death of a brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law or grandchild, an employee shall be granted up to 3 days leave with pay.
- F 4.34.3 Designated family member shall be defined as all family members identified in F 4.34.1 and F 4.34.2.
- F 4.34.4 An employee may be granted up to 3 days leave with pay in the event of the death of a relative, other than a designated family member, who has been permanently residing at the employee's household, or with whom the employee has been permanently residing, for the previous 12 months. There will be no doubling up of bereavement leave under multiple articles.
- F 4.34.5 Under special circumstances, the Corporation may approve additional leave with pay.
- F 4.34.6 In the event that circumstances occur as outlined in Article F 4.34.1, F 4.34.2, or F 4.34.4 during an employee's vacation period, the employee shall be eligible to have their time off charged to bereavement leave rather than vacation credits. The amount of leave allowed would be equivalent to the number of days that would have been granted had the employee been at work, provided the supervisor receives suitable notification of these circumstances.
- F 4.34.7 In the event of a death involving someone other than a designated family member (for example, an extended family member, co-worker or close friend), requests for paid leave to attend the funeral will not be unreasonably denied.
- F 4.34.8 An employee may be granted up to a maximum of 1 day leave with pay for attending a funeral as a pallbearer or other funeral official.

### **Family Responsibility Leave**

- F 4.35 The Corporation acknowledges the need for employees to balance both their work and family responsibilities and will recognize such when granting time off work for family responsibility reasons. Such leave will not be unreasonably denied. The Union acknowledges that employees should make every reasonable effort to have alternate arrangements in place to take care of family responsibilities.

## **Emergency Family Responsibility Leave**

F 4.36 Up to a maximum of 2 days leave with pay (per incident) may be granted to allow the employee to make arrangements to take care of the situation in the event of a sudden, serious or incapacitating illness or injury requiring immediate hospitalization and/or medical treatment involving a parent, spouse, or child of an employee, or in the case of unexpected notice from a day care facility or school that a child is ill and must be picked up. Where additional leave is required, vacation, banked overtime credits, or the days as provided in Article F 4.37 may be used.

F 4.36.1 Under special circumstances, the Corporation may approve leave as outlined in Article F 4.36, in the case of mother-in-law, father-in-law, brother or sister.

## **Non-Emergency Family Responsibility Leave**

F 4.37 During each fiscal year an employee may take up to 5 days family responsibility leave with pay to cover:

- a) a day or part of the day for the illness and medical/dental appointments of a parent, spouse or child (other than described in Article F 4.36)
- b) a day for the birth of their child.

F 4.37.1 Family responsibility leave will normally be charged to sick leave credits.

F 4.37.2 Under extenuating circumstances, an employee may, with supervisory approval, work the time back instead of charging it to sick leave credits. This exchange will be on a time for time basis, and will normally be worked back within 30 calendar days.

F 4.37.3 If an employee is not able to work the time back by the end of the fiscal year or terminates employment or goes on personal leave of absence during the vacation year, the time will be deducted from the employee's outstanding or accrued vacation credits or banked overtime credits.

## **Leave for Jury Duty**

F 4.38 In the event employees are summoned to serve as jurors, they will immediately notify their supervisor who may apply to the proper authority for exemption if operating conditions at the time so require.

F 4.38.1 If not exempted, employees called for jury duty or subpoenaed to act as witnesses shall continue to receive basic salary for the period

they are absent from work for such purpose minus the amount paid to employees by the courts to act in such capacity.

- F 4.39 Employees empanelled for jury duty while on vacation will be allowed to charge the time served on jury duty to regular duties and the vacation will be rescheduled at a time to be arranged between the employee and supervisor.

## **ARTICLE 5 SELF-FUNDED LEAVE PLAN**

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- F 5.1 All status employees (except term and casual status) will be eligible to participate in the Self-Funded Leave Plan in force in the Corporation.
- F 5.2 The Plan will not be amended by the Corporation without prior discussion with the bargaining unit.

## **ARTICLE 6 LONG SERVICE RECOGNITION**

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- F 6.1 Employees with 29 or more years of service will accumulate on straight time hours paid, up to 5 working days long service recognition credits during each year of service. Employees will accrue 0.0224 hours of credit per hour paid, to a maximum of 39.6 hours (5 days). Once an employee has accumulated ½ day, credits may be utilized as time off with pay. At the end of each vacation year, outstanding long service recognition credits in excess of 5 days will be paid off. On request, an employee may have all outstanding long service recognition credits paid off at vacation year end.

## **ARTICLE 7 VACATION ALLOWANCE ON TERMINATION OF SERVICE**

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- F 7.1 Employees who are eligible for vacation at the time their employment with the Corporation is terminated, shall be given pay in lieu of vacation equivalent to their outstanding vacation credits to the date of termination.