
Compassionate Care Benefit Leave Policy

Department Policy Number

120 010

Effective Date

Revised July 1, 2005
February 12, 2004

Purpose

This policy outlines a Staff Member's access to compassionate care benefit leave to look after a family member who is terminally ill.

Definitions

Staff Member	all Athabasca University employees
Family Member	A Staff Member's spouse/common-law partner; a Staff Member's child or the child of a Staff Member's spouse/common-law partner; a Staff Member's parent or a spouse/common-law partner of a Staff Member's parent
Common-law partner	a person who has been living in a conjugal relationship with the Staff Member for at least one year
AUFA	Athabasca University Faculty Association
AUPE	Alberta Union of Provincial Employees, Local 069
CUPE	Canadian Union of Public Employees, Local 3911

Policy

A Staff Member with a family member who has a serious medical condition that poses a significant risk of death within twenty-six (26) weeks is eligible for compassionate care leave.



Regulation

The compassionate care benefit is a benefit provided by Employment Insurance administered by Human Resources Development Canada. In the event of a dispute between the policy and the Employment Insurance Act, the Act will apply.

Procedure

1.0 General

A Staff Member shall be granted leave without pay to provide emotional support, arrange health care, or directly provide health care to an ill family member who has a significant risk of death.

1.1 Compassionate care leave shall be up to eight (8) weeks without pay.

1.2 Leave for term or temporary staff shall not extend beyond their appointment end date.

1.3 Leave may be shared by two or more Staff Members of the same family, but the total leave remains at eight (8) weeks.

2.0 Eligibility

2.1 A Staff Member shall be granted an unpaid leave of absence of up to eight (8) weeks.

2.2 A Staff Member may request an extension to the leave, in writing, should circumstances warrant.

3.0 Application

The Staff Member must provide the Department Head with reasonable notice (when possible) in writing of the date compassionate leave begins and the expected date of return.

4.0 Other Remuneration

4.1 Staff Members may be eligible to receive Employment Insurance of up to six (6) weeks compassionate care benefits plus the waiting period of two (2) unpaid weeks. To be eligible for Employment Insurance benefits, the Staff Member must have:

4.1.1 Six hundred (600) insurable hours in the last fifty-two (52) weeks or since the start of your last claim.

4.1.2 An acceptable medical certificate stating the ill family member has a significant risk of death within twenty-six (26) weeks and that he or she needs one or more family members to provide emotional support, arrange health care, or directly provide health care.



4.2 The University provides the Staff Member with a Record of Employment (ROE) for the period of leave without pay. This form is part of the application for Employment Insurance compassionate care benefits.

5.0 Benefits

For the duration of leave, Athabasca University and the Staff Member shall continue to pay the same portion of benefit premiums and pension contributions paid while the Staff Member was working. For AUFA Staff Member's, the period of leave shall be included in the calculation of length of service for the Professional Development Leave, Annual Research Leave, Research and Study Leave and Other Leave articles.

6.0 Return to Work

The Staff Member shall normally return to work after a period of eight (8) weeks leave without pay, or sooner if stated in the original request.

6.1 The Staff Member shall contact the Department Head two (2) weeks prior to the date of return as stated in the original application, to confirm the date he or she intends to return to work.

6.2 The Staff Member shall contact the Department Head two (2) weeks prior to the date of return as stated in the original application, to request an extension to the leave without pay should circumstances warrant. Approval shall not be unreasonably denied.

6.2.1 An extension request shall be made in writing to the Department Head indicating the revised return to work date and include an additional medical certificate stating the need for the extension.

6.3 In the event the family member dies within the eight (8) week compassionate care benefit leave period, the staff member may be eligible for special leave for bereavement as stated in their collective agreement.

Approved By

President, July 1, 2005

Amended Date/Motion No.

Related References, Policies and Procedures

Article 25 - [AUPE Collective Agreement](#)

Article 16 – [AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions](#)

Article 18 – [CUPE Collective Agreement](#)



Applicable Legislation/Regulation

[Human Resources Development Canada](#)
[Alberta Human Rights & Citizenship Commissions](#)
[Canada Labour Code](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources; Learning Services Tutorial administers this policy as it relates to the CUPE agreement. For further information, please contact the Return to Work & Benefits Coordinator (Human Resources) or the Coordinator (Learning Services).

Keywords

Compassionate care
Family member
Illness