

CORPORATE POLICY



Policy Title: **Compassionate Care Leave Benefit**
Policy Category: Human Resources
Policy No.: H-007
Department: Corporate Services
Approval Date: October 1, 2018
Revision Date: "[Click here & type revision date]"
Author: Alison Meunier, Human Resources
Attachments:
Related Documents/Legislation:
Employment Insurance Act
Key Word(s): Policy, Compassionate Care

POLICY STATEMENT:

The City of Waterloo recognizes the need to support our staff while they care for a loved one suffering from a serious illness, and we are committed to helping employees meet their caregiver responsibilities.

PURPOSE:

This policy is intended to support our employees to access the *Compassionate Care Leave Benefit (CCLB)*; a 26 week job protected family medical employment insurance benefit. No employee will suffer any adverse treatment in reprisal for taking, contemplating or inquiring about CCLB. Employees' jobs are protected while they are off on the Compassionate Care Leave Benefit program.

DEFINITIONS:

Compassionate Care Benefits are Employment Insurance (EI) benefits paid to people who have to be away from work temporarily to provide care or support to a family member who is gravely ill and who has a significant risk of death within 26 weeks (6 months). A maximum of 26 weeks of compassionate care benefits may be paid to eligible people.

For the purpose of this policy, "**family member**" is defined in accordance with the definition provided by Service Canada – Employment Insurance Compassionate Care Benefits.

Mandatory Policy, *Municipal Act*: No

Policy Administration Team, Review Date July 17, 2018 _____

Corporate Management Team, Review Date July 18, 2018 _____

SCOPE:

This policy applies to eligible employees as outlined below.

COMMUNICATION:

This policy shall be posted on the City Intranet site.

POLICY:

All employees are eligible to take compassionate care leave benefit as long as one's regular weekly earnings from work have decreased by more than 40 percent as a result of being off work to serve as a caregiver (see 'Conditions for Taking Leave'); and one has accumulated 600 insured hours of work in the last 52 weeks, or since the start of their last Employment Insurance claim.

Duration of Leave: A maximum of 26 weeks of compassionate care benefits from Employment Insurance, may be paid to eligible people.

Conditions for Taking Leave:

- a. Directly providing or participating in the care of the family member.
- b. Providing psychological or emotional support to the family member.
- c. Arranging for the care of the family member by a third party care provider.
- d. The employee must provide a copy of the medical certificate that is required by Service Canada.

Pay and Benefits: This leave will be paid via the Employment Insurance benefit organized by the Government of Canada. Benefits will be maintained at one's current level.

Seniority: Time on leave will be considered service time, and will count towards the accrual of seniority, if applicable.

Contact your Human Resources representative to discuss and to receive assistance to complete the formal procedures for accessing the benefit.

For more information [Compassionate Care Leave Benefit](#)

Other leaves available to caregivers:

[Ontario Family Medical Leave](#)

[Ontario Caregiver Leave](#)

COMPLIANCE:

In cases of policy violation, the City may investigate and determine appropriate corrective action.