

## HUMAN RESOURCES

Subject	COMPASSIONATE CARE LEAVE
Procedure Section	10 Leaves
No. Exempt	10.21

- x Twenty-six weeks after the period begins. Even if the employee has not taken eight (8) weeks of leave, the College is not required to grant any more leave until the employee provides another medical certificate.
5. Should an employee require additional time to care for a gravely ill family member, additional leaves may be granted beyond the eight (8) week period. Such additional leave shall be treated as a general leave without pay.
  6. If the family member does not pass away within the twenty-six (26) week period, an employee may take a further leave after obtaining a new medical certificate stating that the family member has a serious medical condition with significant risk of death within twenty-six (26) weeks.
  7. If an employee chooses not to return to work, s/he must advise the Supervisor and Human Resources and make arrangements to reimburse the College for benefits paid (if applicable). The last day worked prior to the leave will be used for the purposes of calculating vacation, sick time, service etc.