

## EMERGENCY LEAVE

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**Effective Date:** November 12, 2003

**Originating Office:** Human Resources

**Supersedes /Amends:** April 22, 2002

**Policy Number:** HR-18

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### SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply. For permanent part-time employees, the benefits outlined in this policy shall be pro-rated to the regularly scheduled hours of work of the part-time position.

### POLICY

1. An employee may be absent from work for up to 70 hours during the fiscal year in order to meet obligations related to the care, health or education of his child or other family members when the employee's presence is necessary due to unforeseen circumstances, emergencies or to events beyond his control.
2. When taking this leave, the employee must advise his immediate supervisor as soon as possible but no later than one (1) hour before the commencement of his regular duties, stating the reason and duration of the absence. Failure to inform the immediate supervisor within that time will result in the absence being unauthorized and therefore without pay, unless the delay is later justified by the employee to the satisfaction of the Department Head.
3. It is understood that the employee will make up these hours at a time agreed upon with his immediate supervisor.