

MEDICAL NOTES

We often receive medical notes which are not valid because they do not contain enough information. They must contain:

- The nature of the disability
- The duration
- The proposed treatment
- For medical leaves longer than 5 days a full medical report must be completed by the doctor. You can contact Pierre Lafrance to get a copy.



THE MEDICAL APPOINTMENT

Leaves during the school year for medical appointments cannot be for routine appointments or tests with a family doctor, dentist, optometrist, physiotherapist etc...

If it is for a more serious medical issue, the proper medical proof must be submitted to Human Resources for verification and a request to the supervisor for the leave. An example of a leave for medical appointment would be:

- Travel south on Monday
- Appointment on Tuesday
- Travel north on Wednesday
- If the travel is with the Christmas or Easter outings and the appointment is before or after the normal holiday period – the employee can only use 1 sick day. The other days away from work are leave without pay.
- Refer to paragraph 2A in Social Travel Policy



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LEAVES FOR MEDICAL AND FAMILY REASONS



COMPASSION LEAVE

This clause allows an employee to be absent without salary on the occasion of one of the events provided in articles 79.8 to 79.12 of the Act respecting Labor Standards: 5-15.12 (E4), 5-1.09 (S9) & 5-13.39 B (P4)

Article 79.8. An employee may be absent from work for a period of no more than 12 weeks over a period of 12 months where he must stay with his child, spouse, the child of his spouse, his father, his mother, the spouse of his father or mother, his brother, his sister or one of his grandparents because of a serious illness or a serious accident.*

*A serious illness or serious accident is considered to be a short or mid-term life-threatening condition

To be eligible an employee must:

- Apply in writing with a planned start and end date with supporting documents from the hospital or nursing
- Send a copy to Human Resources and the immediate supervisor
- The school administration informs the education committee
- Can be eligible for compassionate care benefits based on certain conditions. Contact your Services Canada office or visit them on-line :

<http://www.servicecanada.gc.ca/eng/sc/ei/benefits/compassionate.shtml>

EMPLOYMENT INSURANCE SPECIAL BENEFITS FOR PARENTS OF CRITICALLY ILL CHILDREN

Since June 9, 2013, if you have to be absent from work to provide care or support to your critically ill or injured child who is under 18 years of age, you could be eligible for **Employment Insurance (EI) special benefits for Parents of Critically Ill Children (PCIC)**.

If you have to be away from work to provide care or support to your critically ill or injured child, you can receive the PCIC benefit for up to a maximum of 35 weeks. To apply for the PCIC benefit, submit an

Employment Insurance (EI) application online as soon as possible after you stop working. If you delay filing your claim by more than four weeks after your last day of work, you may lose benefits.

For more detailed information about Employment Insurance special benefits for Parents of Critically Ill Children or to apply for this benefit, visit Employment Insurance Web site at www.servicecanada.gc.ca/pcic

LEAVE FOR FAMILY OBLIGATIONS

This clause allows the employee to be absent from work, without salary, for 10 days per year to fulfill

Family obligations: 5-14.07 (E4), 5-1.08 (S9) & 7-4.04 (P4)

These are meant to be used for short-term situations related to the following obligations:

- The custody, health or education of your child or spouse's child
- The health of your spouse, father, mother, brother, sister or grand-parents
- A maximum of 6 days can be paid if there are still days left in your sick bank. The other 4 days are without salary.

MEDICAL ESCORT

When a medical escort is not for a life threatening condition, the time away from work is then considered a leave of absence – there are no special paid days for this. So we must follow the Directive on Leaves of Absences Without Pay (HR-18):

- Step 1 : the employee should get a note from nursing before leaving explaining who they are escorting with a start date and potential end date – this way we know the length of the leave;
- Step 2 : The employee should first use any banks they may have available: vacation, compensation, overtime, personal days or parental days. Contact payroll to see what is

available;

- Step 3 : if the leave is to be longer than what is available in the employee's banks – then we must apply the rules for leave without pay;
- Principal and Center Directors : approve leaves not exceeding five 5 working days;
- Director of the department : approves leaves from 6-15 working days
- Director General : approves leaves without pay for valid reasons of over 15 working days to one year for support staff & leaves of less than 30 days for teachers and professionals
- Make sure you give you something in writing so it can be approved by the proper authority
- Leave a phone number where you can be reached while gone
- Contact **Judith Michel** for teachers and **Taqralik Partridge** for Support Staff and Professionals.

EXAMPLE OF A MEDICAL ESCORT

A teacher must escort her child to Montreal for knee surgery and the nursing paper says it will be for 3 weeks (15 working days).

- Payroll tells her that she has 8 parental days left and 4 sick days left
- She will need to use her 8 parental days and only 4 will be paid (from her sick bank)
- There is still a balance of 7 days that must be covered as leave without pay
- The teacher should make a letter to the Director of School Operations requesting a leave without pay for 7 days