

Previous Draft Policy from Aug BOT Meeting

6.7.7 Emergency Leave for Hourly Employees

- A. Only hourly employees may request to take reasonable time off, up to a maximum of five working days or 40 hours, whichever is less, per emergency, with pay for the following types of emergencies:
1. A medical emergency of the employee: A medical emergency for the purpose of this policy is defined as a non-work-related injury, illness or disability which requires both medical care by a physician or other health care practitioner, and admittance to a health care facility;
 2. A medical emergency (as defined above) of an employee's family member: A family member for purposes of this policy means the employee's child, spouse, civil union partner, sibling, parent, grandparent or grandchild, including natural, step, in-law and foster relatives, whether or not those relatives are living in the employee's home. "Family member" also includes any other relative of the employee (in addition to those listed in the previous sentence) as long as that other relative actually lives in the employee's home.
- B. Requests for emergency leave must be made to the employee's manager as soon as the employee knows of the need for the leave, but not later than 15 minutes after the beginning of the employee's regular shift, unless earlier notice is required by departmental work rules. Requests for emergency leave may be granted or denied based on the above criteria at the discretion of the supervisor.

Proposed New Policy for Adoption

6.7.7 Medical Emergency Leave for Hourly Employees

- A. Hourly employees may request to take reasonable time off, up to a maximum of 28 hours per calendar year, with pay for the following types of emergencies:
1. A medical emergency of the employee: A medical emergency for the purpose of this policy is defined as a non-work-related serious injury or illness that requires medical care by a physician or other health care practitioner who has determined the employee is unable to work for one or more days. A serious injury or illness is one that poses an immediate risk to a person's life, limb or long-term health;
 2. A medical emergency (as defined above) of an employee's family member: A family member for purposes of this policy means the employee's child, spouse, civil union or domestic partner, parent, including natural, step, in-law and foster relatives, whether or not those relatives are living in the employee's home. "Family member" also includes

any other relative of the employee (in addition to those listed in the previous sentence) as long as that other relative actually lives in the employee's home.

The medical emergency of a family member for the purpose of this policy is defined as a serious injury or illness that requires medical care by a physician or other health care practitioner who has determined the family member is incapacitated for one or more days. A serious injury or illness is one that poses an immediate risk to a person's life, limb or long-term health.

- B. Requests for emergency leave must be made to the employee's manager as soon as the employee knows of the need for the leave, but not later than 15 minutes after the beginning of the employee's regular shift, unless earlier notice is required by departmental work rules. Requests for emergency leave may be granted or denied based on the above criteria at the discretion of the supervisor.

- C. Employees who request Medical Emergency Leave will be required to provide information and documentation from a health care provider verifying the illness or injury of the employee or the employee's family member.