



Types of Leaves with pay and without pay

Types of leave	Description and Eligibility	Leave Entitlement
<u>Leaves that you can find in the collective agreement</u>		
7.04 Leave for representatives	Subject to operational requirements, the Employer shall grant leave with pay to a lawyer to enable him to carry out his functions as a representative on the Employer’s premises.	Not determined
Article 17: Vacation leave with pay	(75) hours pay for each calendar month of a fiscal year shall earn vacation leave credits at the following rates:	9.375 hours per month for first 5 years 12.5 hours per month after 5 years 13.75 hours per month after 15 years 14.375 per month hours after 17 years 15.625 hours per month after 18 years 16.875 hours per month after 25th years 18.75 hours per month after 28th years
Article 18: Sick leave with pay	Each calendar month for which he receives pay for at least seventy-five (75) hours Unable to perform his duties because of illness or injury	Earn sick leave credits at the rate of nine decimal three seven five (9.375) hours per months
19.02 Bereavement leave with pay	Immediate family is defined as the father, mother, child (or alternatively stepparent, foster parent, stepchild, foster child, or ward) of the lawyer or the lawyer’s spouse (including common-law partner), brother, step-brother, sister, step-sister, spouse (including common-law partner), grandchild of the lawyer, the lawyer’s grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law or any	(7) Consecutive calendar days which must include the day of the funeral. Be paid for those days which are not regularly scheduled days of rest for that lawyer. In addition, the lawyer may be granted up to three (3) days’ leave with pay for the purpose of travel related to the death.



	other relative permanently residing in the lawyer's household or with whom the lawyer permanently resides, or a person who stands in the place of a relative for the employee whether or not there is any degree of consanguinity between such person and the employee.	
19.03 Maternity leave without pay	Link to maternity template	Link to maternity template
19.06 Parental leave without pay	Link to maternity template	Link to maternity template
19.09 Medical appointment for pregnant lawyers	Medical appointment for pregnant lawyers	Up to three decimal seven five (3.75) hours of reasonable time off with pay will be granted to pregnant lawyers for the purpose of attending routine medical appointments.
19.10 Leave without pay for the care of family	<p>Subject to operational requirements</p> <p>For the purpose of this clause, family is defined as spouse (or common-law partner resident with the lawyer), children (including foster children or children of spouse or common-law partner), grandchildren, parents (including step-parents or foster parent) or any relative permanently residing in the lawyer's household or with whom the lawyer permanently resides, or a person who stands in the place of a relative for the lawyer whether or not there is any degree of consanguinity between such person and the lawyer.</p> <p>Notify the Employer in writing as far in advance as possible but not less than four (4) weeks in advance</p>	Minimum period of three (3) weeks and shall not exceed five (5) years during a lawyer's total period of employment in the public service.



19.11 Leave without pay for personal needs	Subject to operational requirements A lawyer is entitled to leave without pay for personal needs only once under each of paragraphs (a) and (b) of this clause during his total period of employment in the public service.	leave without pay for a period of up to three (3) months but not exceeding one (1) year
	Leave without pay granted under this clause may not be used in combination with maternity, paternity or adoption leave without the consent of the Employer.	
19.12 Leave without pay for relocation of spouse	Up to one (1) year shall be granted to a lawyer whose spouse is permanently relocated Up to five (5) years to a lawyer whose spouse is temporarily relocated	At the request of a lawyer, leave without pay for a period of up to one (1) year shall be granted to a lawyer whose spouse is permanently relocated and up to five (5) years to a lawyer whose spouse is temporarily relocated.



19.13 Leave with pay for family-related responsibilities	<p>Family is defined as spouse (or common-law partner resident with the lawyer), children (including foster children, children of legal or commonlaw partner and ward of the employee), parents (including stepparents or foster parents), father-in-law, mother-in-law, brother, sister, step-brother, step-sister, grandparents of the lawyer, grandchild, any relative permanently residing in the lawyer’s household or with whom the lawyer permanently resides or any relative for whom the employee has duty of care, irrespective of whether they reside with the employee, or a person who stands in the place of a relative for the lawyer whether or not there is any degree of consanguinity between such person and the lawyer.</p> <p>Lawyer is expected to make every reasonable effort to schedule medical or dental appointments for family members to minimize or preclude his absence from work; however, when alternate arrangements are not possible a lawyer.</p>	1 week (37.5 hours)
19.14 Volunteer leave	Subject to operational requirements notice of at least five (5) working days,	7.5 hours
	volunteer for a charitable or community organisation or activity, other than for activities related to the Government of Canada	



19.15 Court leave with pay	To be available for jury selection, subpoena or summons to attend as a witness in any proceeding or under the authority of a court.	Not determined
19.16 Personnel selection leave with pay	Where a lawyer participates in a personnel selection process, including the appeal process where applicable, for a position in the public service, as defined in the Public Service Labour Relations Act	Entitled to leave with pay for the period during which the lawyer's presence is required for purposes of the selection process
19.17 Injury-on-duty leave with pay	Where it is determined by a Provincial Worker's Compensation Board that he is unable to perform his duties because of: a. personal injury accidentally received in the performance of his duties and not caused by the lawyer's wilful misconduct, b. sickness resulting from the nature of his employment, or c. exposure to hazardous conditions in the course of his employment.	A lawyer shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Employer
19.18 Religious observance	At the request of the lawyer and at the discretion of the Employer, time off with pay may be granted to the lawyer in order to fulfil his or her religious obligations. Notice to the Employer as far in advance as possible but no later than four (4) weeks	The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Employer
19.19 Other leave with or without pay	Subject to operational requirements with an advance notice of at least five (5) working days, the leave will be scheduled at a time convenient to both the lawyer and the Employer.	The lawyer shall be granted, in each fiscal year, a single period of up to seven decimal five (7.5) hours of leave with pay for reasons of a personal nature.
19.21 Caregiving leave	An employee who provides the Employer with proof that he or she is in receipt of or awaiting Employment Insurance (EI) benefits for Compassionate Care Benefits, Family Caregiver Benefits for Children	The leave without pay described in 19.21(a) shall not exceed twenty-six (26) weeks for Compassionate Care Benefits, thirtyfive (35) weeks for Family Caregiver Benefits for Children and



	and/or Family Caregiver Benefits for Adults may be granted leave without pay while in receipt of or awaiting these benefits.	fifteen (15) weeks for Family Caregiver Benefits for Adults, in addition to any applicable waiting period.
19.22 Domestic Violence Leave	For the purposes of this clause domestic violence is considered to be any form of abuse or neglect that an employee or an employee's child experiences from someone with whom the employee has or had an intimate relationship.	Shall not exceed seventy-five (75) hours in a fiscal year
20.03 Attendance at conferences and conventions	The Employer may grant leave with pay and reasonable expenses including registration fees to attend such gatherings	Not determined
20.06 Examination leave with pay	Leave with pay may be granted to a lawyer for the purpose of writing an examination which will require the lawyer's absence during his normal hours of work. Such leave will be granted only where in the opinion of the Employer the course of study is directly related to the lawyer's duties or will improve his qualifications.	Not determined
<u>Other leaves outside the Collective Agreement</u>		
Family caregiver benefit for children	A critically ill or injured person under 18	up to 35 weeks
Family caregiver benefit for adults	A critically ill or injured person 18 or over	up to 15 weeks
<u>Compassionate care benefits</u>	A person of any age who requires end-of-life care	up to 26 weeks



Care of family	Approval of leave without pay for care of your family is not discretionary. In other words, this leave will be granted upon request.	3 weeks. The total leave you may request for the care of family is 5 years during your total period of employment in the public service.
	Notify your manager at least 4 weeks before your leave.	
2.2.1 Federal elections, referenda or plebiscites	Federal elections, referenda or plebiscites	Three consecutive hours during the period the polls are open.
2.2.1 Provincial or territorial elections, referenda or plebiscites	Provincial or territorial elections, referenda or plebiscites.	The number of consecutive hours specified in the legislation of the province or territory in which the person resides.
2.2.1 Municipal elections, referenda or plebiscites	Municipal elections, referenda or plebiscites.	The number of consecutive hours specified in the statutes governing municipal elections, referenda or plebiscites of the province or territory in which the municipality is located; when there is no such provision, the time is that established for elections in the province or territory in which the person resides.
2.2.2 Time off due to adverse climatic or environmental conditions	Persons with the delegated authority exercise their discretionary power to grant time off with pay only if satisfied that the adverse climatic or environmental conditions affect a person's capability to remain on or report for duty.	Not determined
2.2.3 Time off for personal medical and dental appointments	For persons to attend their own personal medical and dental appointments without charge to their leave credits in cases of routine, periodic check-ups.	In the core public administration, it is the practice for the employer to grant paid time off, for up to half a day.
Appendix C Preretirement transition leave	Pre-retirement transition leave is a special working arrangement where if you are within two years of retirement, you may request to have your workweek	Persons with the delegated authority may approve pre-retirement transition leave if the conditions from Appendix C have been met:



	reduced by up to 40% or up to two out of the five working days.	
Appendix D Leave with income averaging	Subject to operational requirements and have indeterminate employment status.	Minimum of 5 weeks and a maximum of 3 months while averaging your income over a 12-month period.
Leave Code 699 (COVID)	Until we return to regular work arrangements, the use of code 699 is to be used when you're unable to work due to one of the five following situations: <ol style="list-style-type: none">1. COVID illness2. COVID family care3. COVID technology4. COVID work limitation5. COVID other when there are other circumstances directly related to COVID-19 that prevent you from performing your work	Not determined



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Notes:

* **Subject to operational requirements: Operational requirements must be based on the work itself to be performed, not on administrative or economic criteria. Operational requirements are a question of fact to be determined in each case. The management has discretion to grant requests and in exercising that discretion is required to act reasonably, fairly and in good faith pursuant to section 5.02 of the agreement.**

* **Please note: All the leaves on the template can be found in the collective agreement or the treasure board website <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=15774> https://ajc-ajj.net/CA_exported_from_Cama_eng.pdf**