

Policy Name	PRESSING NECESSITY & BEREAVEMENT		
Policy #	718	Category	700: HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College recognizes that employees may encounter personal emergency or unforeseen circumstances that require their absence from work. The College will assist employees in such situations by providing Pressing Necessity or Bereavement Leave.

PURPOSE

This policy outlines parameters for the eligibility and use of Pressing Necessity (PN) and Bereavement Leave and provides guidance for the application of the policy.

PRINCIPLES

1. Employees are required to self-declare that their access to leave complies with the spirit and intent of guidelines contained within this policy and the Collective Bargaining Agreement. The College will require reasonable justification for leave based on a principle of mutual trust for the fair and equitable application and administration of the process.
2. In accordance with Article 17.1.1 of the Collective Agreement, College employees shall be allowed leave of absence with pay and without loss of seniority and benefits, to a maximum of five (5) days per year for instances of pressing necessity and bereavement. These days are pro-rated based on the full-time equivalent for part-time employees.
3. In accordance with Article 17.1.1 an employee may submit a request to Human Resources, to use a maximum of 3 days of accumulated sick leave credits as additional PN amounts.

SCOPE

This policy applies to all in-scope employees and Executive / Management employees of Suncrest College.

DEFINITIONS

Pressing Necessity is defined as permission to be absent from work in order for the employee to deal with an unforeseen, unusual, or emergency situation, which normally involves the health or safety of the employee or their immediate family.

Bereavement Leave is an absence from work due to a death in the employee's immediate or extended family.

Immediate Family is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, grandchildren, and grandparents.

Normally, **Extended Family** is the employee's: first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and those others significant to the employee.

PROCEDURES

1. Administrative Process

- 1.1 It is expected that the College will be notified of the situation as soon as possible. Employees will be required to complete the necessary documentation upon return to work.
- 1.2 All declarations of leave for pressing necessity and bereavement must be submitted using appropriate request process, specifying the type, length, and timing of the leave.
- 1.3 It is the employee's responsibility to identify the circumstances supporting the leave by self-declaring the type of leave requested.

2. Pressing Necessity

Pressing Necessity is commonly considered to be instances that are unforeseen, unusual, or emergency in nature usually involving the health or safety of the employee or their immediate family. Common situations where leave for pressing necessity could be applicable are:

- in the case of the birth of a child, pressing necessity leave could be accessed by the father;
- in the case of an adoption of a child, pressing necessity leave could be accessed by either parent on the day the child is brought home;
- in any situation where a member of the employee's immediate family is gravely ill, and it is requested that the family be present;
- in a situation where a member of an employee's immediate family requires transportation for a medical procedure;
- in a situation where a member of an employee's immediate family is taken ill, pressing necessity leave may be accessed to allow the employee time to make alternate care arrangements.

Common situations where leave of pressing necessity would not likely be applicable are:

- for legal or court appearances;
- celebratory occasions;
- mechanical breakdown of vehicle while getting to work;
- inability to return to work from vacation because of travel difficulties.

3. Bereavement Leave

Where there is a death in the employee's immediate or extended family, the employee may access leave as deemed appropriate.

3.1 It is expected that the College will be notified of the situation as soon as possible.

Employees will be required to complete necessary documentation upon return to work.

3.2 It is the employee's responsibility to identify the circumstances supporting the leave by self- declaring the type of leave requested.

4. Personal Wellness Day

Where an employee can take one full day, regardless of how many PN days they are eligible for, every year for personal wellness. The day must be taken as a full day and not broken out into hours.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Regional Colleges Collective Bargaining Agreement-Article 17.1.1

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Policy: 717 Leaves of Absence