

| Corporate Policies and Procedures | | | |
|---|-------------------|-----------------------------------|------------------------------|
| DEPARTMENT: Human Resources | | | POLICY #: E-08 (a) |
| POLICY: Statutory Domestic or Sexual Violence Leave (Paid and Unpaid) | | | |
| DATE: Nov 26/18 | REV. DATE: | COVERAGE: All Employees | PAGE #: 1 of 1 |

POLICY STATEMENT:

In compliance with the *Employment Standards Act, 2000*, an employee may be granted a leave of absence for legitimate situations of domestic or sexual violence upon obtaining the approval of his/her Department Head. Dependant on the provisions of this leave, as requested by the employee, it may be with and/or without pay.

PROCEDURE:

1. Where possible, this leave of absence should be requested in writing and authorized by the appropriate Department Head.
2. A letter of confirmation is sent to the employee by the Department Head with copies sent to the Human Resources Department and the Payroll Office.
3. Statutory Domestic or Sexual Violence Leave may be taken if the employee or the employee's child has experienced or been threatened with domestic or sexual violence. It provides up to 10 days, and 15 weeks in a calendar year of time off to be taken for specific purposes, when an employee or an employee's child has experienced or been threatened with domestic or sexual violence. The first five days of leave taken in a calendar year are paid, and the rest are unpaid. The 10 days and 15 weeks can be taken consecutively or separately.