

# **Policy Implementation Guideline: Family Care Leave**

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# FAMILY CARE LEAVE

## I. Definition

Paid leave for employees to take care of a family member in need.

## II. Important Considerations:

- Eligibility, rules and regulations to utilise family care leave arrangement must be clearly defined within the policy prior to implementation.
- The family care leave arrangement should be reviewed at least once per year.
- Family care leave arrangement may not be applicable for employees on limited or contractual terms.
- Employees are permitted to apply for family care leave only once for each family member within a year, except under special circumstances.
- A typical duration of a family care leave is between 3-5 business days. Employees who require longer term family care leave can apply for sabbatical leave.
- Annual leave will continue to accrue during the period of family care leave.
- HR may edit or discontinue the policy if it no longer meets business needs.

## III. Policy Guidelines:

- **Eligibility:** All full time and part time employees with a family member in need of care due to injury, sickness, physical disability or mental disorder.

The family member must be related to the employee as follows:

- a. Spouse
- b. Parent
- c. Child
- d. Parent of spouse
- e. Grandparent, brother, sister or grandchild who is dependent on and lives with the employee.

### • **Application and Approval Process:**

A typical application process family care leave arrangement:

- a. Eligible employees who meet the criteria should apply in writing, stating their request for family care leave arrangement to their immediate supervisor and copy the appropriate individuals.
- b. The employee should include in the application:
  1. Expected start and end date for family care leave arrangement.
  2. Reasons supporting the request.
  3. Supporting documents (e.g. family healthcare record) as evidence if required by HR.

A formal approval process is required for each individual application that takes into account:

- a. Employee's eligibility.
- b. Employee's job responsibilities.
- c. Dependency on other co-workers, managers, internal or external customers
- d. The impact to the business and the requesting employee.

- **Review of Family Care Leave:**

- a. An employee may extend their period of family care leave with approval from relevant authorities. However, the application can be considered as a sabbatical leave.
- b. Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.

- **Expectations of Employees on Family Care Leave:**

Knowingly making false or fraudulent statements to be considered eligible for the family care leave should be treated seriously and considered as grounds for immediate termination this benefit.

- **Rewards and Salary:**

Typically, employees on family care leave arrangement will not have compensation and benefits impacted except for extended period.

- **Performance Management:**

The employer's standard performance management process will apply.

## Checklist for Employer:

- ☐ Define workforce and employee's eligibility.
- ☐ Develop/Update policy (if required) on availability of family care leave arrangement, workforce and eligibility.
- ☐ Design and send out communication to outlining terms and conditions of familycare leave.
- ☐ Eligible employees may initiate request with supervisor and provide details andrelevant documents as requested.
- ☐ Monitor utilisation of family care leave arrangement to ensure it does not impactthe focus on work delivery and quality of the participating employee.