

**POLICY AND PROCEDURE MANUAL**

**POLICY: SPECIAL LEAVE**

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Immediate family for the purpose of this policy includes an employee's father, mother, step-parent, brother, sister, spouse, common-law spouse, child, step-child, foster child, father-in-law, mother-in-law, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law and any relative permanently residing in the employee's household or with whom the employee presently resides.

Special leave without pay may be granted for compassionate reasons, immediate family reasons, and other special circumstances. Note that special leave is distinct from Protected Leaves as prescribed in the Labour Standards Code of Nova Scotia (eg Pregnancy Leave). The decision to be granted special leave is at the discretion of the Community Leader or Board Chair if the Community Leader is requesting Special Leave.

Please note the following:

- Employees cannot accrue or use sick leave, annual or paid leave during the periods of special leave without pay.
- If an employee has been paying the employee portion of their health benefit premium for 1 year and the employee chooses to continue paying their portion during a Special Leave, L'Arche Antigonish will continue to pay the employer portion for up to 12 weeks. After 12 weeks the full cost (both employee and employer portions) of the health benefit premiums must be paid by the employee.
- When an employee is on Special Leave, they can choose to keep their health benefits or cancel them. If any employee chooses to cancel their health benefits, they may be required by the benefits provider to undergo a medical exam at their own cost to be re-admitted to the health benefits plan. Readmission is at the discretion of the benefits provider.
- L'Arche Antigonish will not make contributions to the employee's Registered Retirement Saving Plan (RRSP) during the periods of Special Leave without pay.