

**THE CORPORATION
OF THE
TOWN OF NIAGARA-ON-THE-LAKE**

BY-LAW NO. 5091-18

A BY-LAW TO ENACT A CORPORATE POLICY –
PERSONAL EMERGENCY LEAVE – FULL-TIME
EMPLOYEES POLICY - FOR THE CORPORATION OF THE
TOWN OF NIAGARA-ON-THE-LAKE

BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE
TOWN OF NIAGARA-ON-THE-LAKE as follows:

1. THAT the Personal Emergency Leave – Full Time Employees Policy - for The Corporation of the Town of Niagara-on-the-Lake, attached to Report CS-18-018, be and the same is hereby approved; and
2. THAT the Lord Mayor and Clerk be authorized to affix their hands and the Corporate Seal; and
3. THAT this by-law shall come into force and take effect immediately upon the passing thereof.

**READ A FIRST, SECOND AND THIRD TIME THIS 17th DAY OF
SEPTEMBER 2018**



LORD MAYOR PAT DARTE



TOWN CLERK PETER TODD



The Town of Niagara-On-The-Lake

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POLICY

Policy No.: P-CS-18-009 **Approved on:** September 17, 2018

By-Law No.: 5091-18 **Effective on:** September 17, 2018

Supersedes:

Report To: Corporate Services Advisory Committee
Title/Subject: Personal Emergency Leave – Full-Time Employees

PURPOSE

The purpose of this policy is to advise full-time employees of the Personal Emergency Leave (PEL) benefit. This benefit is in addition to the current sick and bereavement benefits provided to full time employees

POLICY STATEMENT

The Corporation of the Town of Niagara-on-the-Lake has adopted this policy to ensure that its employees are provided with authorized time off for personal emergencies not covered by benefits already provided by the Corporation.

This policy covers instances where employees may need to take unplanned leave of absence to attend to situations that directly affect their families or dependants.

Personal Emergency Leave for Full-Time Staff

All full-time employees are entitled to personal emergency leave as per the Employment Standards Act. In addition to the existing sick and bereavement benefits provided by the Corporation, employees are entitled to the following under personal emergency leave legislation:

Each full-time employee will be provided with 10 personal emergency day, in which two (2) of those days are paid, per calendar year for the reason of an urgent matter.

Urgent matter

An employee may take a personal emergency leave because of an “urgent matter” concerning any of the family members listed below. An urgent matter is an event that is unplanned or out of the employee’s control, **and** can cause serious negative consequences, including emotional harm, if not responded to.

The following family members are included for determining PEL for illness, injury, medical emergency or urgent matter:

- spouse (includes both married and unmarried couples, of the same or opposite genders)
- parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- spouse of the employee's child
- brother or sister of the employee
- relative of the employee who is dependent on the employee for care or assistance

Length of Personal Emergency Leave

All employees are entitled to up to ten (10) full days of job protected personal emergency leave every calendar year. Two (2) of these days are paid.

Unused personal emergency leave days cannot carry over to the next calendar year. The ten (10) days of leave do not have to be taken consecutively. Employees may take the leave in part days, full days or in periods of more than one day.

Eligibility for Personal Emergency Leave Pay

An employee who has been employed for at least one (1) week is entitled to be paid, at their hourly rate, for the first two days of personal emergency leave taken in a calendar year.

Notice Requirements

Generally, an employee must inform their supervisor prior to starting the leave that they will be taking a personal emergency leave of absence.

If the leave has to begin before notifying the employer, the employee must inform their supervisor as soon as possible after starting it. Notice does not have to be given in writing. Oral notice is sufficient.

Proof of Entitlement

Evidence may be required to be provided, within reason, that they are eligible for personal emergency leave.

ATTACHMENTS

WEB ATTACHMENTS

ATTACHMENTS FOR LINK