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<b>Name:</b>	<b>Compassionate Leave Policy – Administrative, Professional and Confidential Staff</b>
Policy Number:	6-2021
Origin:	Human Resources
Approved:	2020-10-29
Issuing Authority:	Vice-President, Finance & Administration
Responsibility:	Senior Director, Human Resources
Effective Date:	2020-10-30
Revision Date(s):	

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Saint Mary's University recognizes the importance of providing our employees with emergency short term compassionate leave.

Compassionate leave is a paid benefit available to employees that require time off work to address unique and unplanned personal or family related matters that are impeding their ability to perform their work responsibilities, and are not covered in any other leave of absence policies.

**A. ELIGIBILITY:**

All regular full-time and regular part-time Administrative, Professional and Confidential Staff are eligible for compassionate leave.

**1. Compassionate Leave Duration:**

Compassionate leaves will be provided with no loss of salary or benefits for up to two (2) weeks.

Where an employee requires a leave in excess of 2 weeks duration, the expected duration and terms of the leave shall be discussed with the VP of the department and in consultation with the VP of Finance and Administration and Human Resources. Solutions to support the employee through their difficult situations will be unique to the challenges faced by employee.

**B. Roles and Responsibilities in applying for Compassionate Leave:**

**Employee Responsibilities:**

- In order to track Compassionate Leave all employees must submit the applicable compassionate leave form to their Immediate Supervisor and/or Director/Department Head prior to taking the compassionate leave.

- Employees shall provide notification of such a leave as soon as possible prior to the leave.

**Department (Immediate Supervisor and/or Director/Department Head):**

- The immediate supervisor and/or Director / Department Head is responsible for providing the compassionate leave form to Human Resources.