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| Personal Emergency Leave Policy | Policy Number: PA-502 |
| Last Reviewed: 2019/09/01 | Next Review: 2020/09/01 |

Purpose: In the most recent Employment Standards Act, employees have the right to take up to three days of unpaid job-protected sick leave per year, two days of unpaid job-protected bereavement leave, and three days of unpaid family responsibility leave.

Policy Statement: Pinnguaq Employees are entitled to 10 paid emergency leave days per year.

1. **Definition:**

- 1.1. The Pinnguaq definition of emergency leave days is very broad. It could include personal sickness, a sickness in the family, mental illness, bereavement, or any other reason the employee considers an emergency.

2. **Procedure:**

- 2.1. These days are to be used for personal emergencies, Pinnguaq employees do not have to explain to the employer what that emergency is.
- 2.2. Employees must inform their supervisor, or human resource manager prior, or upon return to work, of their personal emergency leave use.
- 2.3. Employees who have appointments which extend beyond 2 hours, must document as used Personal Emergency Leave time. This is to be documented on Bamboo as .X hours.
- 2.4. Employees who require more than 10 days may use Vacation days.
- 2.5. Employees who exceed all allotted Personal Emergency and Vacation days and require additional time-off work for a medical reason must provide their supervisor with a doctor's note if leave is longer than a 3 day period.
- 2.6. Employees who exceed all allotted Personal Emergency Days and Vacation days may request an unpaid leave with management.
- 2.7. Pinnguaq holds the right to terminate employment with employees at will.

3. **Term:**

- 3.1. Emergency days do not accrue yearly. Emergency days must be used the year that they were earned.
- 3.2. Emergency days reset January 1st.



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- 3.3. Employees who began work part of the way through the year will have their number of sick days prorated and rounded up to the nearest whole number. For example, if an employee began work in June, they will be entitled to 5 (6/12ths) of the allotted 10 days. An employee who began work in July would be entitled to 6 (7/12ths) of the allotted 10 days.