



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

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 submit an application 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 should 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:
 - Expected start and end date for family care leave arrangement.
 - Reasons supporting the request.
 - 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 should 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:**
 - a. 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.
 - **Performance Management:**

The employer's standard performance management process will apply.

Checklist for Employer:

- Define workforce and employees 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 family care leave.
- Eligible employees may initiate request with supervisor and provide details and relevant documents as requested.
- Monitor utilisation of family care leave arrangement to ensure it does not impact the focus on work delivery and quality of the participating employee.