



The Academic Compassionate Care and Emergency Leave (CCEL) benefit has three elements;

1. Provision for time off (either paid or unpaid) to attend to emergency situations covered by this procedure.
2. Provision for continuation of employer paid benefit coverage in select circumstances.
3. Reimbursement to the Department for incremental costs where a paid leave is approved.

The intention of this leave is to provide a staff member with a period of up to six calendar months to deal with an emergency situation, or to make alternative arrangements (e.g., long term care) where the need will exist for longer than a six month period. CCEL is not pro-rated where the requested leave is for less than full time.

## General Provisions

1. CCEL only applies in cases of **catastrophic illness** or where an **urgent domestic situation** places primary responsibility for **care and support** on the staff member.
2. An **eligible staff member** may request this leave for the purpose of providing care or support to another individual in the following circumstances.
  - i. A leave with pay equivalent to a maximum of six months of full salary and benefits may be requested in the event of a catastrophic illness or urgent domestic situation involving a member of their **immediate family**.
  - ii. A leave with pay equivalent to a maximum of six months of full salary and benefits may be requested in the event of a catastrophic illness or urgent domestic situation involving a member of the **extended family** or an **associated individual**, where the staff member has been designated a primary caregiver, a guardian or a trustee of this individual.
  - iii. A leave without pay may be requested in the event of a catastrophic illness or urgent domestic situation involving a member of the staff member's extended family or an associated individual where 2(ii) does not apply; if the period of paid leave in 2 (i) or 2 (ii) has been exhausted; or if the staff member has a term appointment and is not otherwise eligible for any paid leave.
3. The request for CCEL must specify the nature of the relationship with the staff member and, where applicable, be accompanied by medical proof that the specified family member or associated individual is ill or injured, and/or in need of care or support. The medical certificate must be completed and signed by a medical doctor authorized to treat the family member or associated individual.
4. The authority for approval is the Dean, Department Director or Chair. Each case will be considered according to the circumstances of the individual concerned. Requests for such leave will be considered sympathetically and in confidence, and a leave shall not be unreasonably withheld. Factors taken into account when determining whether, and if so how much leave will be granted, include the urgency of the situation and the personal circumstances of the individual (e.g., whether responsibility of care can be shared, travel requirements, etc.). Leaves will be tracked and monitored in Human Resource Services.
5. The CCEL benefit will be centrally funded and monitored by the Academic Benefit Management Committee. The Academic Benefit Management Committee will adjudicate appeals of denied requests.



## **Application Process**

1. The staff member is responsible for completing the application form and discussing the request with his/her Dean, Department Director or Chair. The Chair, Director or Dean is responsible for sending copies of the leave approval letter to Academic Services and to Health Recovery and Return to Work Services at [recovery@ualberta.ca](mailto:recovery@ualberta.ca)
2. A copy of the application form should also be sent directly to Health Recovery and Return to Work Services by the staff member. Where the reason for the CCEL is the result of a medical emergency, the Medical Certificate to Support the Staff Member Application is to be sent directly to Health Recovery and Return to Work Services.
3. Health Recovery and Return to Work Services will verify the receipt of appropriate supporting medical information with the Chair, Director or Dean.
4. Where applicable, the department can request financial assistance where a CCEL has been approved. The application form is to be forwarded to Health Recovery and Return to Work Services. The central benefit fund will only cover reasonable incremental costs incurred as a result of the leave. Examples of costs that could be reimbursed include: the cost of a sessional instructor hired to teaching a specific course(s) during the CCEL; cost of responsibility pay if an existing staff member is being compensated for additional duties he/she has been asked to perform during a CCEL leave; or cost of hiring a research assistant.

## **Paid Leave Provisions**

1. The duration of the leave can be any combination of full or partial leave provided the total period of paid leave does not exceed six (6) calendar months.
2. During a paid CCEL, employer benefit premium contributions will continue to be made by the University of Alberta for a maximum of six (6) months. Pension & Benefits Advisory Services is responsible for administration of this provision.

## **Unpaid Leave Provisions**

1. During an unpaid CCEL, employer benefit premium contributions will continue to be made by the University of Alberta for a maximum of six (6) months. The appropriate pension and benefits advisor is responsible for administration of this provision.
2. If the period of approved unpaid leave is an extension of six month's paid leave, the staff member will be responsible for all benefit premium contributions where the staff member elects to continue benefit coverage.
3. During an unpaid CCEL a staff member may be eligible to apply for the Employment Insurance (EI) Compassionate Leave benefit. EI Compassionate Leave benefits are payable if an individual is required to provide care or support to a family member who is gravely ill.



## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

<b>Eligible Staff Member</b>	Staff members who are governed by the following agreements: Academic Faculty Members (Schedule A) Faculty Service Officers (Schedule B) Librarians (Schedule C) Academic Teaching Staff – appointed >1 year (Schedule D) Administrative and Professional Officers (Schedule F) TLAPS – appointed >1 year (Schedule G) Management and Professional Staff (Excluded)
<b>Immediate Family</b>	A spouse or common law partner as defined by the Supplementary Health Care Plan for Academic Staff, or a child, step-child, adopted child or child for whom you are a legal guardian and who is under 21 years of age.
<b>Extended Family</b>	A parent, sibling, grandparent, equivalent in-laws, child over the age of 21, or other dependent adult for whom the staff member has been designated a guardian or trustee.
<b>Associated Individual</b>	A person involved in the life of a staff member and who either functions as an economic or domestic unit for a continuous period of at least 24 months, or who has been emotionally connected to the staff member for a continuous period of at least 24 months.
<b>Care or Support</b>	Care or support means providing psychological or emotional support, arranging for the care by a third party or directly providing or participating in the care of the individual.
<b>Catastrophic illness</b>	A severe condition or combination of conditions that affects the physical or mental health of the employee or eligible family member, requires treatment by a licensed practitioner for a prolonged period, and has resulted in a life threatening condition and/or has a major impact on life functions. Such conditions generally require in-patient, hospice or residential health care. For example, cancer, major surgery, or heart attack.
<b>Urgent Domestic Situation</b>	An urgent family crisis that requires the presence of the staff member (e.g., death of a parent, settling an estate in a jurisdiction where significant prolonged travel and a prolonged stay are required, or an accident or assault where the victim is emotionally distraught rather than physically injured).