

Compassionate Leave

A member of faculty may be granted paid compassionate leave for the following after completion of two years of continuous service:

1. A serious health condition of an immediate family member such as spouse, long-term or common-law partner, child (including adopted, stepchildren and legal guardians), sibling or parent: maximum of 10 days paid leave per year. The University reserves the right to request a medical certificate for a family member's serious health condition.
2. The death of an immediate family member as defined above: maximum of 5 days paid leave. This may be increased to 8 days paid leave if travel time is required. The faculty member may choose to use part of their personal leave allowance if an extension to this time is required. The University reserves the right to request a death certificate.
3. The death of a relative, more broadly defined as niece, nephew, aunt, uncle, cousin or grandparent: a maximum of 2 days and of 5 days if substantial travel is required. The University reserves the right to request a death certificate.

Faculty should request compassionate leave for a, b or c., above in writing to the senior associate dean of basic sciences. After the number of days mentioned in a and b above, additional unpaid leave may be granted for a period not to exceed one semester with the approval of the Chair of Department and senior associate dean of basic sciences.