

Emergency Leave

Personal Information

Employee Name

Department

Date[s] Requested

relevant additional information

employee signature

date

Reason for Request

Family Responsibility Leave

[three days unpaid as defined by Ministry of Labour]

Family member for the purpose of Emergency Leave is defined by the Ministry of Labour as:

- » spouse [includes both married and unmarried couples, of the same or opposite genders]
- » parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- » spouse of the employee's child
- » brother or sister of the employee
- » relative of the employee who is dependent on the employee for care or assistance

Family Bereavement Leave

[two days unpaid as defined by Ministry of Labour]

Family member for the purpose of Emergency Leave who are not already covered by Cassellholme's bereavement policy include:

- » foster parent, foster child, step-grandparent, or step-grandchild of the employee or employee's spouse
- » relative of the employee who is dependent on the employee for care or assistance

family member

A completed Emergency Leave form must be submitted to Human Resources office within 14 days of occurrence in order to be considered.

For office use only:

Approved

Denied

reason for denial

Additional information required

Reviewed by Occupational Health & Wellness Coordinator:

initials

date

CASSELLHOLME

Compassionate care for life's journey.

Please submit this form to the HR office at Cassellholme or email it to hr@cassellholme.on.ca