

# Compassionate Leave

## Policy

Important or unusual circumstances may make it necessary for a staff member to be absent from work for short periods of time. A sudden or serious illness in the staff member's household, a parent being present for the birth of their child, a medical or dental appointment or other such infrequent emergency normally will not result in a loss of salary.

## Procedures

Staff members should make requests for leave under this section to their department head/designate. Each situation must be decided upon by the department head/designate based on a fair, reasonable and equitable standard which recognizes such leave as an earned privilege, but not as an established right open to abuse. Human Resources staff are available to advise the department head/designate in difficult cases.