

International Development Research Centre Management Policy Manual

Volume I Human Resources Management

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5.1 Context

As part of IDRC's ongoing efforts to develop and foster a flexible working environment which will be sensitive to employee needs and contribute to a high performing workplace, periods of leave with or without pay constitute benefits available to employees.

This policy covers legislated leaves that are regulated either federally or provincially (i.e. child-care leave, statutory holidays, compassionate care leave, jury or witness leave) as well as other types of leave that allow IDRC to meet its operational requirements while addressing employees' personal needs.

This policy proposes a coherent approach to leave management to ensure fair and equitable application across the organization.

5.2 Objective

The objective of this policy is to provide clear direction on the type, purpose and criteria to be considered for the proper application of leave provisions. This policy:

- Identifies the types of leave provisions;
- Defines eligibility requirements;
- Outlines the procedures to apply for leave;
- Clarifies the approval system and authority required.

5.3 Application

This policy applies to all IDRC Ottawa-hired staff (OHS) at Head Office and overseas who are either full-time indeterminate employees or have a fixed term contract greater than six months, unless otherwise indicated in specific policy provisions. For part-time employees, entitlements are prorated from the full-time rate.

This policy does not apply to Locally Engaged Staff (LES) in regional offices. Their provisions are governed by local labour laws and other local employment practices as described in the local administrative manuals.

This policy does not apply to students, casual employees, Research Award Recipients and Professional Development Awardees unless specifically indicated.

5.4 Roles and Responsibilities

5.4.1 IDRC's President

IDRC's President is responsible for:

- Approving policies and guidelines on leave;
- Seeking Board support for new leave benefits that have substantial financial implications.

5.4.2 Employees

Employees are responsible for:

- Keeping abreast of available leave provisions, personal leave balances and eligibility requirements;
- Obtaining the supervisor's approval in advance when leave is planned and known;
- Obtaining the supervisor's approval as soon as possible, for any unforeseen circumstances where leave is required;
- Accurately reporting leave and submitting activity reports with supporting documents within five (5) days or as soon as possible following month's end.

5.4.3 Managers and Supervisors

Managers and supervisors are responsible for:

- Obtaining regular reports on leave balances for their employees from their leave representative;
- Approving leave requests or recommending discretionary leave requests to the delegated manager;
- Advising the designated Senior Global Compensation Advisor of any extended periods of absence for employees and the anticipated return-to-work date;
- Approving activity reports and ensuring that relevant support documents are provided.

5.4.4 Leave Representatives

Leave representatives are responsible for:

- Recording and reporting regularly on leave usage/balances and signalling any discrepancies to managers;
- Ensuring information on leave balances is available to employees.

5.4.5 Human Resources Division

The Human Resources Division is responsible for:

- Providing support and advice to leave representatives, managers and employees on the consistent application of the leave policy;
- Working cooperatively with leave representatives to monitor the use of leave and reporting on trends and issues;
- Recommending changes to current policies and systems as required;
- Keeping leave records for employees.

5.5 Leave with Pay

5.5.1 Vacation Leave

IDRC recognizes the benefits of personal time off for its employees and provides for vacation leave. Employees accumulate vacation leave credits during their employment with IDRC and are encouraged to use their leave in the year in which it is earned.

5.5.1(a) Calculation of Vacation Leave Credits

Vacation leave is calculated from April 1 to March 31 inclusive. An employee who has received at least 10 days' pay in a calendar month earns vacation leave credits for that month.

5.5.1(a)(i) Vacation leave accumulates at the following rates:

- Twenty (20) days of paid vacation each year if the employee has completed less than eight (8) years of service, accrued at a rate of one and two thirds (1 and 2/3) days per month;

- Twenty-five (25) days of paid vacation each year after the employee has completed eight (8) years of service, accrued at a rate of two and one twelfth (2 and 1/12) days per month;
- Employees with recognized service for the purpose of severance pay (MPM, Vol. 1 Chapter 4 – Guidelines on Benefits) will have their vacation leave credits accrued at the rate applicable to their total recognized service provided that the vacation entitlement rate does not exceed two and one twelfth (2 and 1/12) days per month;
- Employees appointed to a position at levels O, P and Q after 1 April 2014 and who were entitled to vacation leave credits greater than one and two-thirds (1 and 2/3) days per month prior to joining IDRC are eligible, at the discretion of the responsible vice-president, to keep earning their vacation leave credits at the same rate as prior to being appointed to IDRC at levels O, P or Q provided that the vacation entitlement rate does not exceed two and one twelfth (2 and 1/12) days per month;
- Thirty (30) days of paid vacation for the President and the Vice-Presidents in each fiscal year, regardless of their record of service to the Centre, accrued at a rate of two and one half (2 and 1/2) days per month.

5.5.1(a)(ii) For overseas OHS hired **prior to April 1, 2013:**

- Twenty-five (25) days of paid vacation each year if the employee has completed less than eight (8) years of service, accrued at a rate of two and one twelfth (2 and 1/12) days per month;
- Thirty (30) days of paid vacation for employees who have completed eight (8) years of service, accrued at a rate of two and one half (2 and 1/2) days per month.

5.5.1(a)(iii) For overseas OHS hired **on or after April 1, 2013:**

- Vacation leave accumulates as per section 5.5.1 Vacation Leave (a) (i). If the employee is required to travel outside the country of posting for the purposes of home and family reunion leave, vacation leave accumulates as per section 5.5.1 (a) (ii). Employees eligible for home and family reunion leave as per MPM Vol. 1, Chapter 8 must take a minimum of ten (10) days of vacation leave during home and family reunion unless operational requirements prevent them from doing so.

5.5.1 (a)(iv) Effective January 1, 2015; Research Awardee Recipients and Professional Development Awardees receive ten (10) days of paid vacation each year, accrued at a rate of 0.833 days per month;

5.5.1(b) Advance of Vacation Leave Credits

At the beginning of the fiscal year, employees receive an advance of vacation leave credits equivalent to the anticipated leave to be earned to the end of the current fiscal year. Employees have an obligation to refund IDRC for advanced leave not yet

earned upon departure from IDRC.

5.5.1(c) Recall from Vacation Leave

Where an employee is recalled to duty during any period of vacation, the employee shall have their leave credits restored for the period while on duty and be reimbursed for reasonable expenses that the employee incurs:

- In proceeding to the place of duty;
- In returning to the place from which the employee was recalled if the employee immediately resumes vacation upon completing the assignment for which the employee was recalled; and
- As a result of altering or cancelling reservations.

5.5.1(d) Postponement/Interruptions of Vacation Leave

Employees who are on scheduled vacation leave may postpone their vacation leave in the following circumstances:

- They become ill or are injured and require treatment in a hospital (either in-patient or out-patient procedures);
- They are required to appear in court for jury duty or witness service;
- They suffer the death of a family member.

In all situations, employees must inform management of their situation without delay and provide supporting documentation of illness, jury/witness service or death of a family member to their supervisors in order to receive approval for the postponement of the vacation and the restoration of vacation credits.

5.5.1(e) Scheduling of Vacation Leave

Managers and supervisors are responsible for the preparation of the vacation schedules within their teams, taking into account fair and equitable access to leave and well communicated operational requirements.

Employees are expected to request vacation leave as far in advance as possible especially for long periods of absence. Supervisors will make every effort to grant vacation leave on the dates requested.

Employees and supervisors are responsible to ensure that vacation leave is taken (as much as possible) during the year in which it is earned and that carryover provisions are adhered to.

5.5.1(f) Carryover of Vacation Leave

When, on March 31st in any year, vacation leave credits for an employee exceed the annual entitlement, the employee is allowed to carry over into the next fiscal year the unused portion of the vacation leave, subject to the following conditions:

- Where employees have unused vacation leave as of March 31 in any year, the carryover of vacation leave into the subsequent fiscal year is allowed up to the annual entitlement;
- Vacation leave credits in excess of the carryover limit, if not taken by March 31 in a given year, will be automatically paid in cash at the employee's rate of pay in effect on March 31.

Any exception must be approved by the responsible Vice-President.

5.5.1(g) Departure from IDRC (end of employment)

At the time employment from IDRC ends, all unused and earned vacation leave will be paid to the employee. In case of death, the estate of the deceased employee will be paid for unused and earned vacation leave.

5.5.1(h) Casual Workers and Students

Casual workers and students are entitled to four percent (4%) of their earnings as vacation pay in lieu of vacation leave.

5.5.2 One-time Special Paid Leave

Employees who reach two years of continuous service are entitled to a one-time five (5) days of paid leave on the condition that such provision (or the former marriage leave) has not already been credited to them including for previous periods of employment at IDRC.

The granting of this leave will follow the same rules as indicated under section [5.5.1 Vacation leave](#) and, where taking the leave, is to be recorded as VL (vacation leave).

5.5.3 Summer Hours/Floater Days

IDRC provides Head Office employees the opportunity to adopt "summer hours" (35 hours per week instead of 37.5 hours per week) during the months of July and August, without changes to compensation or to convert summer hours into three (3) floater days.

This provision applies to all full-time indeterminate employees and employees with fixed-term contracts greater than six months at Head Office.

5.5.3(a) Application

Employees must notify their supervisors no later than April 1 each year of the option they wish to choose: summer hours or three floater days. The supervisor must then notify the leave representative who will record the employee's option on the leave summary report.

Floater days may be taken at any time during the current fiscal year, however, summer hours must be taken during July and August only.

The following applies for newly hired employees only in their first year of employment:

- Employees hired between April 1 and June 30 will have the option of summer hours or floater days;

- Employees hired between July 1 and July 31 will receive two (2) floater days in lieu of summer hours and no option for summer hours;
- Employees hired between August 1 and August 31 will receive one (1) floater day in lieu of summer hours and no option for summer hours;
- Employees hired between September 1 and March 31 will not be eligible for summer hours or floater days until the beginning of the new fiscal year.

Regardless of which option is chosen, neither summer hours nor floater days may be carried over to the following fiscal year and there is no cash compensation for unused floater days.

5.5.3(b) Scheduling and Recording of Floater Days/Summer Hours

Floater days must be approved by the employee's supervisor, consistent with dispositions outlined in section 5.5.1 Vacation leave (e).

Employees must record all floater days taken on the monthly activity report as floater days (FD). Summer hours are not recorded on the monthly activity report.

5.5.4 Sick Leave

IDRC provides paid sick leave for employees who are ill, injured or need to take time off for health-related issues.

5.5.4(a) Calculation of Sick Leave Credits

Sick leave credits are calculated from April 1 to March 31 inclusive. An employee who has received at least 10 days' pay in a calendar month earns sick leave credits at a rate of one and one quarter (1 and 1/4) days for that month.

Employees are allowed to carry over into the next fiscal year unused sick days. Research Award Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six months or more, are entitled to five days of sick leave credits per year.

For the purpose of calculating sick leave credits at the beginning of employment, the following will be recognized:

- Credits accumulated as a locally engaged staff (LES);
- Credits accumulated as a Research Award Recipient (RAR) and Professional Development Awardee (PDA);
- Credits accumulated during continuous employment in a Canadian federal public sector organization upon transfer to IDRC, up to a maximum of 65 days.

5.5.4(b) Granting of Sick Leave

An employee is granted sick leave with pay when they are unable to perform their work because of illness or injury. The employee must advise their supervisor as soon as possible of their absence and have the required sick leave credits.

An employee who takes sick leave with pay for a period longer than four (4) consecutive days is required to produce a medical certificate signed by a qualified practitioner attesting to the illness.

5.5.4(c) Advance of Sick Leave Credits

Sick leave with pay may be advanced at the discretion of the responsible manager in consultation with the Human Resources Division (HRD) when an employee has insufficient credits to cover the granting of sick leave with pay.

Upon departure from IDRC, the Manager, Global Compensation and Wellness, HRD in consultation with the employee's manager, will determine the recovery action for all advanced but not yet earned sick leave credits.

5.5.4(d) Injury on Duty

When an employee is granted sick leave with pay, and injury-on-duty leave is subsequently approved ([5.5.6](#)) for the same period, the sick leave credits for that period are restored.

5.5.4(e) Illness during Paid Leave

When an employee becomes ill during a period of leave with pay and such illness is supported by a medical certificate, the employee is granted sick leave, and vacation or other leave credits are restored to the extent of any sick leave granted.

5.5.4(f) Sick leave without pay

In circumstances where sick leave credits and any advance of sick leave credits are exhausted, and the employee remains unable to work because of illness, the employee will be granted a period of sick leave without pay for a period of up to two (2) years, subject to semi-annual reviews by the Manager, Global Compensation and Wellness.

5.5.4(g) Departure from IDRC (end of employment)

At the time employment from IDRC ends, accumulated sick leave lapses, and there is no cash payout for unused days.

5.5.5 Compensatory Leave for Travel Time

IDRC provides employees with compensatory leave for travel time spent away from their normal place of residence when such time is not otherwise compensable.

The travel, as defined in the Travel Policy, [MPM Volume II, Chapter 20](#), must be authorized for work purposes.

5.5.5(a) Application

Compensatory leave is calculated at a rate of one (1) day of leave for each ten (10) complete days away from the employee's normal place of residence - exclusive of any vacation leave taken during the course of official travel. Time away from the employee's normal place of residence must be recorded on activity reports using the appropriate code Official Travel OT. For directions on the reporting and recording of time away, refer to [Appendix A](#).

This provision applies to Research Award Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC. For these employees, Compensatory leave for travel time granted in any twelve month period cannot exceed two days. Any unused balance at departure is not paid and therefore should be taken prior to end of employment.

5.5.5(b) Use of Compensatory Leave

Compensatory leave should be used during the year in which it is earned, where possible.

Compensatory leave in excess of the allowable five-day carryover limit, if not taken by March 31 of a given year, will be automatically paid in cash at the employee's rate of pay in effect on March 31.

Any exceptions must be approved by the responsible Vice-President.

5.5.5(c) Departure from IDRC (end of employment)

At the time employment ends from IDRC, all unused compensatory leave will be paid to the employee. In case of death, the estate of the deceased employee will be paid for unused compensatory leave.

5.5.6 Injury on Duty Leave

An employee who is disabled due to a personal injury by accident arising out of and in the course of employment is entitled to injury-on-duty leave with pay, subject to confirmation of the disability as per the *Government Employees Compensation Act (GECA)* and to the conditions and limitations described below.

An injury-on-duty at work or while on official duty away from the workplace may include, without being limited to:

- A willful and intentional act causing harm, not being the act of the worker;
- A chance event occasioned by a physical or natural cause;
- A disablement arising out of and in the course of employment, and;
- An occupational illness resulting from the nature of employment.

5.5.6(a) Application

Upon confirmation of disability through Human Resources and Skill Development Canada (HRSDC), IDRC will grant injury-on-duty leave with pay to the injured employee for an initial period of up to six (6) months.

While a decision is pending from HRSDC Labour Program, an employee may be granted sick leave with pay. Should injury-on-duty leave be subsequently approved for the same period, the sick leave credits for that period will be restored.

Injury-on-duty leave with pay will cease on the date certified through Labour Canada that the employee is fit for work.

When the injury-on-duty leave reaches a total of six months, the Manager, Global Compensation and Wellness, HRD will conduct a full review of the case and will determine whether or not the continued provision of such leave beyond this period is warranted.

In cases involving extended periods of injury-on-duty leave, IDRC may request periodic verification from HRSDC Labour Program to support the provision of such leave.

IDRC may also request an independent medical assessment of the employee's physical condition at any time during a period of injury on duty leave.

5.6 Other Leave with Pay

As part of its efforts to assist employees in the management of personal and professional obligations, IDRC provides leave with pay for situations and under the conditions described below.

5.6.1 Medical and Dental Appointments

5.6.1(a) Leave with pay may be granted for a period of up to one-half day for medical and dental appointments (MDA) for employees and their dependents when it is not possible for such appointments to be arranged outside regular hours of work and, for appointments with dependents, when the presence of the employee is required for properly substantiated reasons. These appointments must be recorded in activity reports under the appropriate code (MDA).

5.6.1(b) For the purpose of this medical and dental appointments, "dependents" are defined as:

- Spouse (including common-law partner resident with employee), children (including foster or children of the spouse or common-law partner) and any relative permanently residing in the employee's household or with whom the employee permanently resides.

5.6.1(c) This provision applies to Research Award Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC.

5.6.2 Family Responsibility Leave

5.6.2(a) Under the following circumstances, employees may be granted up to five days of paid leave during each fiscal year to:

5.6.2(a)(i) provide for the care of a sick spouse (including common-law partner), child (including foster or child of the spouse or common-law partner), parent (including stepparent or foster parent), sister, brother, father-in-law, and mother-in-law of the employee and any other relative permanently residing in the employee household or with whom the employee permanently resides;

5.6.2(a)(ii) attend a graduation ceremony from elementary, secondary or post-secondary school of a family member as listed above;

5.6.2(a)(iii) provide emergency child care where there is unforeseen disruption in the employee's usual child care arrangements.

5.6.2(b) In addition to the above, five (5) days may be granted to attend to the needs directly related to the birth or to the adoption of the employee's child unless the employee is eligible to receive child-care leave benefits under section 5.7 Leave without pay, sub-section [5.7.1 Child care leave and allowances](#).

5.6.2(c) In addition to the leave authorized by this provision, employees may be granted up to two (2) days of paid leave in each fiscal year for the purposes of travel where the need can be demonstrated. An employee who must travel for four (4) hours or longer one way (based on driving and Google maps) to take care of an immediate family member may be granted paid leave in units of one complete day.

5.6.2(d) The leave allowances covered by these provisions may not be carried over from one year to the next, nor will they be counted in calculating any compensation paid to the employee upon termination of employment.

5.6.2(e) Employees are required to report leave taken in their activity report using the appropriate code (Family responsibility leave - FRL) and specifying the reason in the place reserved for that purpose.

5.6.2(f) In all situations for family responsibility leave the employee must request leave in advance when known. For urgent and unforeseen events the employee is to contact the immediate supervisor as soon as possible to confirm the reason and period that they will be absent.

5.6.2(g) This provision applies to Research Award Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC.

5.6.3 Bereavement Leave

5.6.3(a) In the event of death of the spouse (including common-law partner), child (including foster children, or children of spouse or common-law partner), parents (including step-parents and foster parents), sisters, brothers (including step-sisters and step-brothers), father-in-law, and mother-in-law, a period of up to five (5) days of paid leave will be granted to the employee. The period granted must include the day of the memorial commemorating the deceased or must begin within two (2) days following the death.

5.6.3(b) The employee's responsible manager may grant additional bereavement leave of up to two (2) working days for travel to an employee who falls within paragraph 5.6.3(a) where the employee can demonstrate that such period of travel is necessary.

5.6.3(c) In the event of death of the grandparents, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, one (1) day of leave with pay will be granted to the employee.

5.6.3(d) If during a period of vacation leave, compensatory leave or sick leave, an employee is bereaved in circumstances under which he or she would have been eligible for bereavement leave with pay under paragraphs a) and b), the employee shall be granted bereavement leave with pay and their paid leave credits shall be restored to the extent of any concurrent bereavement leave with pay granted.

5.6.3(e) This provision applies to Research Award Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with or more with IDRC and whose tenure is served at Head Office.

5.6.4 Court Leave

5.6.4(a) Leave with pay will be granted to an employee who is required to serve on a jury or following receipt of a subpoena or summons, where they are required to attend as a witness.

5.6.4(a)(i) Leave under this provision does not apply to employees on leave without pay. Also, court leave does not apply to personal matters where the employee is a party to litigation either as a plaintiff, defendant or witness;

5.6.4(a)(ii) In order to be granted the leave, the employee must provide as much advance notice as possible to the supervisor along with a copy of the summons to jury duty or other documentation.

5.6.4(b) This provision applies to Research Awardee Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC and whose tenure is served at Head Office.

5.6.5 Religious Obligations

5.6.5(a) Leave with pay will be granted up to a maximum of three (3) days per fiscal year for religious obligations.

5.6.5(b) Leave with pay for religious obligations will not be provided 'in lieu' when the day for religious obligation falls on a weekend or on a designated holiday.

5.6.5(c) As with other types of leave, employees must advise their supervisor well in advance of taking their leave.

5.6.5(d) This provision applies to Research Awardee Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC.

5.6.6 Holidays at Head Office and in Regional Offices

5.6.6(a) Statutory holidays or public holidays in Canada are legislated either through federal or provincial governments. The following designed holidays are recognized by IDRC for employees at Head Office:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday – first Monday in August
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

5.6.6(b) When New Year's Day, Canada Day, Remembrance Day, Christmas Day or Boxing Day fall on a weekend (Saturday or Sunday), leave with pay is provided on the working day immediately before or after the weekend.

5.6.6(c) In addition, at Head Office, the office is closed for a period of three (3) days between Christmas and New Year's Day.

5.6.6(d) This provision applies to Research Awardee Recipients (RARs) and Professional Development Awardees (PDAs), who have a contract of six (6) months or more with IDRC and whose tenure is served at Head Office.

5.6.6(e) In regional offices, the Regional Director in consultation with the Manager, Global Compensation and Wellness, HRD will designate the appropriate statutory, seasonal and public holidays and communicate this information to all employees of the Regional Office and to the Vice-President, Resources Branch and Chief Financial Officer.

5.6.6(f) Part-time employees working less than 30 hours per week will receive 4.22% pay in lieu of statutory holidays and are required to work another day in that week if their regularly scheduled day of work falls on a holiday.

5.6.6(g) Casual employees and students are paid as follows:

5.6.6(g)(i) If they worked a minimum of 30 days, they are paid for the statutory holiday;

5.6.6(g)(ii) If they worked a minimum of 15 days in the 30 day period preceding the holiday, they will receive their average daily hours in that period to a maximum of 7.5 hours times their hourly rate of pay;

5.6.6(g)(iii) If they worked fewer than 15 days in the 30 day period preceding the holiday, they will receive a payment of one twentieth (1/20) of their wages for that period.

5.6.7 Management Leave with Pay

5.6.7(a) On an exceptional basis only, employees in positions ranked P and higher, at the discretion of the appropriate authority (the President or one of the Vice-Presidents), may take paid management leave of up to two (2) weeks during the fiscal year. This is subject to evidence that the employee has worked an excessive number of hours during the year.

5.6.7(b) This leave may not be carried forward from one year to another, and in no case will it be counted in calculating any compensation paid to the employee upon termination of employment.

5.7 Leave without Pay

5.7.1 Child Care Leave and Allowances

Child care leave ensures that employees are provided with authorized time off to coincide with the birth or adoption of a child. **Child care leave includes both maternity and parental leave** and has been designed to allow employees to recover from childbirth, bond with, and care for their newborn or adopted child, without fear of a negative impact on their employment status or opportunities with IDRC. In addition, child care allowances are provided for employees who meet the eligibility criteria as described below.

5.7.1(a) Child Care leave

Child care leave without pay is provided for a period commencing before or after the birth of the child or the date on which the child comes into the employee's care.

The maximum period of maternity leave without pay is fifteen (15) weeks, exclusive of any two-week Employment Insurance (EI) waiting period, commencing not earlier than eight (8) weeks prior to the expected date of birth, and end not later than seventeen (17) weeks following the actual date of birth.

The maximum period of parental leave without pay is thirty-five (35) weeks, exclusive of any two-week waiting period. The parental benefits can be taken by the father or the mother within the benefit period of fifty-two (52) weeks. The leave can be taken all at once or in two periods, commencing, as the employee elects either on the expiration of any maternity leave without pay (above) or, in the case of a male employee, on the day on which the child is born or on the day on which the child comes into his actual care.

Child Care leave without pay also applies to all Ottawa-hired staff (OHS) who have a fixed term contract less than 6 months including Research Award Recipients (RARs) and Professional Development Awardees (PDAs).

5.7.1(b) Child Care Allowance

The maternity and parental benefits available under employment insurance programs will vary based on the province of residence. The detailed information on these plans is available in [Appendix C](#).

5.7.1(b)(i) Eligibility

The Child care allowance is provided to employees who have been granted child care leave without pay (maternity and parental leaves without pay) who:

- Have completed six (6) months of continuous employment before the commencement of the child care leave without pay;
- Have provided proof that an application has been made for maternity benefits under the Employment Insurance or the Quebec Parental Insurance Plan in respect to insurable employment with IDRC and have been accepted;
- Have an agreement with IDRC stating that:
 - A. The employee will return to work on the expiry date of the child care leave without pay unless the return to work date is modified by the approval of another form of leave;
 - B. Following the return to work, as described in A) above, the employee will work for a period equal to the period the employee was in receipt of child care allowances.

Should the employee fail to return to work for reasons other than death, lay-off, early termination due to lack of work or discontinuance of a function (including the termination of a specified period of employment that would have been sufficient to meet the obligations specified in B) above), or having become disabled as defined in the *Public Service Superannuation Act*, the employee will be indebted to IDRC for an amount determined as follows:

$$\frac{(\text{Allowance received}) \times (\text{remaining period to be worked following the employees return to work})}{(\text{Total period to be worked as specified in B) above)}$$

For term employees, allowances will only be paid if the return period is sufficient to cover the requirements to work. The contract must be able to cover the period of time equal to time the employee was in receipt of allowances.

5.7.1(b)(ii) Description of Allowances

Bridging: IDRC will pay employees on child care leave without pay (maternity and parental leaves without pay) ninety-three percent (93%) of their bi-weekly regular gross earnings less any other monies earned during this period as bridging to cover the two-weeks waiting period imposed by Employment Insurance (EI). If no waiting period is served, no bridging will be paid by IDRC.

Where an employee has received the full eighteen (18) weeks of maternity benefits and the full thirty-two (32) weeks of parental benefit under the Quebec Parental Insurance Plan and thereafter remains on parental leave without pay, she is eligible to receive a further parental allowance for a period of two (2) weeks, at ninety-three per cent (93%) of her bi-weekly rate of pay, less any other monies earned during this period.

Bridging will be paid, upon the commencement of the child-care leave without pay being taken. Only one, bridging period in any fifty-two (52) week child-care period will be granted per family.

Top Up: In addition, IDRC will pay a “top-up” for the balance of the child care leave without pay (maternity and parental leaves without pay), to a maximum of fifty (50) weeks. IDRC will pay the difference between ninety three percent (93%) of the regular gross earnings and the maximum EI benefits allowable (before deductions) as a supplemental employment benefit. In order to receive the top-up, employees must provide the Compensation Services Advisor with a copy of the EI cheque stub or EI deposit statements on a monthly basis.

For employees who do not qualify for EI benefits, the top-up will be calculated taking into account the maximum benefit that would have been payable if they had qualified (i.e. EI pays fifty-five percent (55%) of gross salary, top-up will be ninety-three percent minus fifty-five percent (93%-55%)).

For employees who qualify only in part for EI benefits (i.e. less than fifty-five percent (55%) of gross salary) the top up will be calculated as if they had fully qualified under employment insurance benefits at fifty-five percent (55%).

Ottawa-hired staff (OHS) working overseas who are not subject to the provisions of the *Employment Insurance Act*, are entitled to receive the following child-care allowances:

- Two weeks of bridging at ninety-three percent (93%) of their basic annual salary;
- Ninety-three percent (93%) of their annual salary, minus an amount equal to the current basic benefits to which they would be entitled, if they were to be subject to the provisions of the *Employment Insurance Act* for the fifteen (15) weeks of maternity leave;

- Ninety-three percent (93%) of their basic annual salary, minus an amount equal to the current basic benefits to which they would be entitled, if they were subject to the provisions of the *Employment Insurance Act* for the thirty-five (35) weeks of parental leave; and
- All overseas allowances calculated on the basis of one hundred percent (100%) of the employee's basic annual salary, but only in those situations where the employee remains at post for the duration of the child-care leave taken.

5.7.1(b)(iii) Requirements

Employees who intend to take child care leave without pay or change the period of leave must:

- Give at least eight (8) weeks' notice in writing to both their manager and the Compensation Services Advisor, unless there is a valid reason why such notice cannot be given;
- Inform their manager and Compensation Services Advisor in writing of the length of leave that they intend to take.

In addition, the employee is responsible for and must pay the relevant employee contributions to compulsory and/or optional benefits plans during the period of leave without pay while IDRC continues to pay its portion of the premiums for compulsory and for optional benefits, as elected by the employee.

Finally, employees will not accumulate vacation leave or sick leave credits during the period in which they are on child-care leave without pay.

5.7.2 Compassionate Care Leave (without pay)

Compassionate care leave without pay is provided to employees who require time off to attend to the psychological comfort or emotional support, arrange for the care or directly provide or participate in the care of a family member who is gravely ill with a significant risk of death within a period of twenty-six (26) weeks.

The period of leave without pay is for a minimum period of one week and a maximum of eight (8) weeks.

This leave without pay applies to all Ottawa-hired staff (OHS), including employees with fixed-term contracts of 6 months or less, Research Award Recipients (RARs) and Professional Development Awardees (PDAs).

5.7.2(a) Eligibility

Compassionate Care leave will be granted to employees when supported with a "[Medical Certificate for Employment Insurance Compassionate Care Benefits](#)", or in the case of a person, who considers the employee to be "like" a family member, a "[Compassionate Care Benefits Attestation](#)", to the effect that the employee's family member, extended family member or other person as defined under the Employment Insurance benefits is gravely ill with a significant risk of death within a twenty-six (26) week or six (6) month period. The attestation must be forwarded to the Compensation Services Advisor within the Human Resources Division (HRD).

- An employee may take more than one period of compassionate care leave over the period of a calendar year. However, each of the periods shall not exceed eight (8) weeks in duration and shall only be granted once in relation to a medical certificate, which covers a twenty-six (26) week period.
- Where two or more employees are of the same family, they may all take a period of compassionate care leave. However, the employees shall share the period of compassionate care leave to be taken, the total amount of which must not exceed eight (8) weeks combined in any twenty-six (26) week period.
- An employee is entitled to compassionate care leave whether the employee's family member resides in or outside of Canada.
- In the event of the death of the family member to whom the employee is providing care, compassionate care leave ends on that day, or on the last day of EI benefits, whichever is later. Immediately following the conclusion of compassionate care leave, the employee may be entitled to bereavement leave, as provided for in this Chapter.

5.7.2(b) Description of Allowance

An employee who applies for and is granted a period of compassionate care leave (without pay) to care for a "family member" as defined under section [5.6.2 Family responsibility leave](#) (a) of this policy shall be paid once in any given fiscal year, two weeks of bridging at one hundred percent (100%) of their basic annual salary, pending the completion of an initial two week waiting period for the payment of any related EI benefits. Payment of bridging does not alter the maximum number of weeks granted as compassionate-care leave.

Note: If the EI waiting period is waived, no bridging will be paid. The onus of proof to the effect that an EI waiting period was served shall be that of the employee (i.e. either EI cheque stub or advice of EI deposit).

5.7.3 Leave for Political Activity

An employee has the right to engage in political activities so long as it does not impair, or is not perceived as impairing, the employee's ability to perform his or her duties in a politically impartial manner.

During an election period, an employee who wants to be a candidate in a federal, provincial, territorial, municipal or school board election must request and obtain a leave without pay for political activities from the IDRC President.

The President may grant leave for this purpose only if he is satisfied that being a candidate during the election period will not impair or be perceived as impairing the employee's ability to perform his or her duties in a politically impartial manner upon return from the period of leave.

An employee who is declared elected to the federal parliament ceases to be an employee on the date of the said declaration.

5.7.4 Self-Funded Leave

Self-funded leave, through an income deferral scheme, provides employees with the opportunity to plan and pursue a range of activities of their choice away from the workplace. It allows employees hired for an indeterminate period to defer up to thirty-three and one third percent (33-1/3%) of their gross salary to fund a period of absence from their work and to return to their regular employment upon completion of the leave.

5.7.4(a) Eligibility

Self-funded leave is available to Ottawa-hired staff who are full-time indeterminate employees located at Head Office only. The period of leave without pay can be between six (6) and twelve (12) consecutive months. Such leave must be requested in advance.

Self-funded leave may be approved on more than one occasion (when operational circumstances permit) and the authority to approve the leave rests with the manager delegated to approve discretionary leave as per the Human Resources Authority Matrix.

In accordance with *income tax regulations*, a commitment is required from the employee to return to their regular employment at the end of the leave without pay, for a period that is not less than the period of the leave of absence granted.

5.7.5 Pre-Retirement Transition Leave (PRTL)

The pre-retirement transition leave is an arrangement that enables employees who intend to retire and are within two years of retirement, to reduce the length of their workweek by up to forty percent (40%), in order to transition to retirement. Although the granting of this leave is discretionary in nature, leave will be granted by the manager delegated to approve discretionary leave as per the Human Resources Authority Matrix when the operational and financial implications of the leave are manageable.

5.7.5(a) Eligibility

This provision applies to Ottawa-hired staff who are full-time indeterminate employees only. For the purpose of determining eligibility for this benefit, employees must have a minimum of five (5) years of pensionable service, and be at least fifty (50) years of age, on the date of application.

The employee must agree to retire/resign at the end of the PRTL period, with the application form serving as the letter of resignation confirming the date when retirement will start.

Given the financial and operational implications of applying these provisions overseas, only Vice-presidents have the authority to approve requests for PRTL from Ottawa-hired overseas staff.

5.7.5(b) Description of Arrangement

Through the PRTL arrangement, the employee's salary, vacation and sick leave will be pro-rated to reflect the shorter workweek, but the employee's pension and benefits coverage, as well as premiums or contributions, will continue at pre-arrangement levels.

Employees are responsible for completing the PRTL application form and remitting it to their supervisor at least sixty (60) days before the date on which they intend to take a period of PRTL. Except for requests from overseas employees, the authority to approve the leave rests with the manager delegated to approve discretionary leave as per the Human Resources Authority Matrix.

5.7.6 Leave with Income Averaging (LIA)

Leave with income averaging is an arrangement that enables employees to reduce the number of weeks worked in a specific twelve (12) month period by taking leave without pay for a period of between five (5) weeks and twelve (12) weeks.

5.7.6(a) Eligibility

This provision applies to Ottawa-hired staff who are full-time indeterminate employees who have been working at IDRC for at least six (6) months.

Given the financial and operational implications of applying these provisions overseas, only Vice-presidents have the authority to approve requests for LIA from Ottawa-hired overseas staff. Except for requests from overseas employees, the authority to approve the leave rests with the manager delegated to approve discretionary leave as per the Human Resources Authority Matrix.

5.7.6(b) Description of arrangement

Through the LIA arrangement, the employee's salary will be adjusted to compensate for the period of leave without pay but the employee's pension and benefits coverage, as well as premiums or contributions, will continue at pre-arrangement levels.

Employees are responsible for completing the LIA application form, specifying the reason for the leave, and remitting it to their supervisor at least sixty (60) days before the date on which they intend to take a period of LIA.

5.7.7 Other Leave without Pay

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For reasons other than long-term disability or child care, the employee may be granted leave without pay as follows:

5.7.7(a) Leave without pay for twenty (20) days or less

At the discretion of the manager delegated as per the Human Resources Authority Matrix, leave without pay may be approved for a period of twenty (20) consecutive working days or less.

5.7.7(b) Leave without pay for more than twenty (20) days

Leave without pay for more than twenty (20) consecutive working days may be approved by the Director, Human Resources on the recommendation of the responsible Vice-President.

Limitations

5.7.7(b)(i) IDRC is not bound to reinstate an employee returning from leave without pay;

5.7.7(b)(ii) Leave without pay of more than twenty (20) consecutive working days, other than medical and maternity leave, is not deemed to be continuous service for the application of severance or termination benefits;

5.7.7(b)(iii) Where an employee is granted leave without pay of more than twenty (20) consecutive days the employee is responsible for making the necessary arrangements with the Compensation Services Advisor for the payment of the employee's and the IDRC's share of benefits at the time the payments are due;

5.7.7(b)(iv) Annual and sick leave credits are not earned during periods of leave without pay;

5.7.7(b)(v) Leave without pay cannot exceed two (2) years per instance.

5.8 Authorizations or Monitoring

The Human Resources Division is responsible for the implementation, ongoing monitoring and assessment of this policy and for ensuring that information and communication on IDRC's leave policy is transparent, timely and available to all employees.

This policy will be reviewed every five (5) years or more frequently if circumstances warrant it to ensure that IDRC remains legally compliant and that leave benefits are competitive with IDRC's external market comparators.

5.9 References

[Global Compensation Policy – Volume I, Chapter 4](#)

[Guidelines on Disability Management – Volume I, Chapter 6](#)

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[Appendix A - Guidelines for Reporting and Recording Official Travel](#)

[Appendix B - Leave Benefits at a Glance](#)

[Appendix C - Child Care Leave - Overview](#)

[Appendix D - Applying for Compassionate Care Leave](#)

[Appendix E – Applying for Self-Funded Leave](#)

[Appendix F – Applying for Pre-Retirement Transition Leave](#)

[Appendix G – Applying for Leave with Income Averaging](#)

WSIB References

Workers' Compensation Act, R.S.O. 1990, c. W. II.

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