



Policy #: HR-005
TITLE: Leaves
Date issued: June 25, 2009
Date last revised: _____
Authorization: Chief Executive Officer

1.0 SICK LEAVE

In the event of sickness, employees of ISI are entitled to paid leave of 1.5 working days per month (18 days per annum).

Sickness requiring more than five (5) working days leave may require a doctor's certificate upon request of the employee's supervisor. (Also, see information in the Appendix on ISI's Early Intervention Program)/

The number of sick leave days accumulated may not exceed the number needed to qualify for long-term disability insurance.

Any deviation from this policy must be approved by the Chief Executive Officer.

2.0 LEAVE OF ABSENCE

The Chief Executive Officer may grant permission for leaves of absence, without pay, after consideration. Such absences are not granted as a matter of right. The conditions of such leave will be documented through the Chief Executive Officer. Generally, during such leaves, insured benefits coverage (subject to any limitations incorporated in individual plans) will be maintained upon request, given that the staff member prepays the total premium cost.

3.0 COMPASSIONATE LEAVE

In the event of a death in an employee's immediate family, paid leave of up to five (5) consecutive calendar days will be granted.

The purpose of these days is to attend the funeral and/or make funeral arrangements. Immediate family is defined as: parent or legal guardian; parent-in-law; husband, wife, son or daughter; brother or sister and spouse of either of these; grandparent or grandchild; a step child or a ward of the employee; or other relatives with whom the employee permanently resides.

In extenuating circumstances, additional leave may be requested and may be granted subject to the approval of the Chief Executive Officer.

4.0 JURY DUTY

An employee who is requested to serve as a juror or witness will receive full earned salary for the duration of such services.

5.0 PREGNANCY AND PARENTAL LEAVE

ISI will grant up to 17 weeks leave of absence, without pay, to pregnant employees employed for at least one year. The employee can start the leave up to 16 weeks before the expected date of



delivery. She must also take at least one week after the date of delivery. ISI can require that an employee take an unpaid leave of absence if her pregnancy interferes with her work. There are times when the Human Rights Act or the employee's contract prevents this.

ISI will also grant parental leave to care for newborn or newly adopted children. This unpaid leave is up to 52 weeks and is available to every parent that qualifies for it. To qualify for the leave, an employee must have worked for ISI for at least one year and must become a parent to the child because of its birth or adoption.

To take pregnancy or parental leave, an employee must give ISI at least four weeks' notice of both the date on which leave will start, and, if the employee plans to return early, the planned date of return to work. If the employee cannot give four weeks' notice of leave because the baby is born early, because of a medical condition, or because of an unexpected adoption placement, then the employee must give as much notice as possible.

ISI can ask for proof of entitlement for pregnancy or parental leave. This can include a certificate from a doctor or adoption worker.

If an employee is taking both pregnancy and parental leaves, she must take them one right after the other and not go back to work between the two leaves. In this case, she can take up to 52 weeks' total leave (17 pregnancy and 35 parental). If an employee is taking parental leave but not pregnancy leave, s/he can take up to 52 weeks leave in the time after the child is born or arrives in the home. Employees who do not take pregnancy leave but who do take parental leave include natural fathers and adoptive mothers and fathers.

If a newly arrived child must go to hospital for more than one week, the employee can return to work and use the rest of the parental leave after the child comes out of the hospital.

Insured benefits coverage may be obtained for the duration of pregnancy and parental leave, subject to the employee paying the full cost, and meeting any qualifying conditions under specific plans.

Employees are entitled to return to their former job on completion of their leave, or a comparable job with no loss in wages, benefits and seniority if their former job no longer exists.

6.0 PAID EDUCATION LEAVE

During the course of employment, if a staff member is requested to attend conferences or seminars related to their work, regular salary, registration fees and all reasonable travel and accommodation expenses will be paid, unless otherwise agreed.

7.0 REVISION HISTORY

Issued: _____

Revised: _____