

## OPS FACT SHEET

# Dependent and Elder Care Leave

This Fact Sheet provides information on Special paid leave for dependent and elder care for AMAPCEO-represented Regular/Permanent or Fixed-Term employees in the OPS.

*For more details about paid and unpaid Leaves of Absence, please refer to Article 23 of the AMAPCEO [OPS Collective Agreement](#) and the AMAPCEO Fact Sheets entitled “Special or Compassionate Leave” and “Leaves Of Absence”.*

### **What is Dependent and Elder Care Related Special Leave?**

Effective April 1, 2018, you are now entitled to take up to 2 days **paid** leave per calendar year to attend to unforeseen dependent or elder care matters (see Article 23.3.4)

Given that that this leave is for “unforeseen” care issues, it may not always be possible for you to provide your Manager with very much notice if you need to take this special leave. You must, however, attempt to provide your Manager with *reasonable notice*, where possible.

This special paid leave is not subject to the discretionary approval of your Manager, which means that your Manager cannot withhold approval as long as the leave is for “unforeseen” care circumstances.

If taken, these *special* paid leave days will be counted against your 3 days of *Special or Compassionate Leave* (Article 23.3.1). You also must not have exhausted your 3 paid *Special and Compassionate Leave* days prior to attempting to take this Dependent and Elder Care leave. Should you take Dependent or Elder care leave, and it is discovered later that you did not have any Special or Compassionate days remaining, you will have to utilize other credits (vacation days, remaining CoC days, or banked overtime) to offset your time away from work.

As dependent and elder care related leave is paid leave, you will continue to also accrue credits and be covered by benefit plans.

## **What is the Definition of a “Dependent” or “Elder”?**

“Dependent” or “elder” may include close personal relationships to which you are providing care. As such, “dependents” and “elders” may extend beyond those included under traditional definitions of family status.

Proof of a relationship, or the nature of the care that you are providing, is not required to access this paid leave.

## **How Can I Give Reasonable Notice if the Leave is for “Unforeseen” Circumstances?**

Dependent or elder care leave is for “unforeseen” circumstances. Nevertheless, this must be reconciled with the requirement that you must give “reasonable notice” when taking such leave.

This means that the amount of notice considered “reasonable” will largely depend on the circumstances.

For instance, if your child is sick in the morning and can’t attend school, you will only be able to give short notice to your Manager that you will be using one dependent and elder care leave day.

## **Questions?**

If you have any questions regarding dependent and elder care related leave, please contact a [Workplace Representative](#). A complete list of Workplace Representatives can be found on the AMAPCEO Website at [amapceo.on.ca](http://amapceo.on.ca). Keep in mind that you are not restricted to a Workplace Representative in your particular ministry.