

---

## UNIT FOUR: OVERVIEW OF UNPAID LEAVE OPTIONS

---

**Materials needed:**

- Student pages 46 to 55
- Listening CD Track 9: “Unpaid Leaves”

**Objectives: Students will be able to...**

- activate their prior knowledge through brainstorming and prediction exercises related to the listening activity (page 46).
  - listen and take notes about the six types of leaves (pages 47 to 50).
  - read and discuss the six types of leaves (pages 51 to 55).
- 

**1. OVERVIEW OF UNPAID LEAVE OPTIONS**

**Activation activities:** The teacher can do the pre-listening activity on student [page 46](#) to introduce the topic. Introduce the topic by reading or paraphrasing the opening topic, “The Employment Standards Code provides a variety of options to allow employees time to deal with the demands of modern families without the risk of losing their job because of the leave.”

Put the students into groups and ask them to discuss and take notes for the four questions listed on the pre-listening activities. (Answers will vary depending on the students’ prior knowledge.)

**Activity:** Students listen to track 9, “Unpaid Leaves”, and take notes on student [page 47](#).

### ANSWERS

Unpaid leave	Meaning	Length of time for the leave	Time needed to qualify for the leave
Maternity Leave	<ul style="list-style-type: none"> <li>- only for a woman</li> <li>- allows her to stay home and look after her child (NOTE: She could also take part of the leave while she’s pregnant.)</li> </ul>	- 17 weeks	- 7 months
Parental Leave	<ul style="list-style-type: none"> <li>- for the mother or the father</li> <li>- to take care of the young baby or the new child</li> </ul>	- 37 weeks	- 7 months
Family Leave	<ul style="list-style-type: none"> <li>- for time off if the employee is sick</li> <li>- for the employee to take their child to the doctor</li> </ul>	- 3 days	- 30 days

Unpaid leave	Meaning	Length of time for the leave	Time needed to qualify for the leave
Compassionate Care Leave	- for an employee to take care of a family member that's very sick and has a good chance of dying within 26 weeks	- a maximum of 8 weeks	- 30 days
Bereavement Leave	- for the employee if a family member of theirs dies	- a maximum of 3 days	- 30 days
Reservist Leave	- for anyone who is serving in the army	- a maximum of 3 days	- 7 months

1. Family is defined broadly. It includes mother, father, brother, sister, cousins, aunts, uncles, nieces, nephews, step children. . . but not animals.
2. The government of Canada has programs available through Employment Insurance.

### 1. READING ABOUT UNPAID LEAVES

**Activation activity:** The teacher can choose to do this activity instead of the listening activity or do it in addition to the listening activity if the students want more repetition. It may be too repetitive to do both the listening and the reading activity. The reading activity can be done through a co-operative learning “jigsaw” activity. He/she divides the class into five groups and gives one group (Students 1 to 4) Reading A, the next group Reading B, the next Reading C, etc. They are to read and answer/discuss the questions and record the answers.

For example, the class of 20 students might look like this:

Reading A	Reading B	Reading C	Reading D	Reading E
Student 1	Student 5	Student 9	Student 13	Student 17
Student 2	Student 6	Student 10	Student 14	Student 18
Student 3	Student 7	Student 11	Student 15	Student 19
Student 4	Student 8	Student 12	Student 16	Student 20

After each group finishes their reading and discussion, the teacher regroups the students so that the following students are together:

- Group 1: Student 1, 5, 9, 13, and 17
- Group 2: Student 2, 6, 10, 14 and 18
- Group 3: Student 3, 7, 11, 15, and 19
- Group 4: Student 4, 8, 12, 16, and 20

Each group has a student who has done a different reading. Each student in the group now explains the reading that he/she learned about.

The teacher debriefs the activity at the end and clarifies any confusion.

## ANSWERS FOR PAGES 51 to 53

**READING A:**

1. To qualify for maternity leave, employees must have worked with the same employer for at least seven consecutive months and must be expecting to give birth to a child.
2. The leave is 17 weeks long.
3. Employers are not required to pay employees during the leave.
4. Yes. Employment Insurance may cover this type of leave.
5. An employee can start her maternity leave up to 17 weeks before the expected date of birth of the child.
6. Maternity leaves end after 17 weeks, and the latest that a maternity leave can last is 17 weeks after the birth.

**READING B:**

1. Employees cannot start maternity leave or parental leave without giving notice. They must give their employer at least four weeks' written notice before the leave. They must also provide a medical certificate indicating the estimated date of delivery.
2. If pregnant employees do not give the required notice, they are still entitled to maternity leave. Within two weeks of stopping work, employers must receive a medical certificate stating the expected date of delivery.
3. At the end of maternity leave, employees may take parental leave.
4. Mothers must take their maternity and parental leave one after another.
5. If employees want to end the leave early, they must give their employers notice, in writing, at least one pay period before returning to work.
6. If the employee's job is not available, a comparable position with the same pay and benefits must be offered.
7. Employers who refuse to bring an employee back to work may be ordered to pay compensation and, in some cases, reinstate them in their jobs.

**READING C:**

1. Maternity leave is only for mothers, but parental leave can be taken by the mother or the father or by both of them.
2. Many couples don't each claim the full 37-week parental unpaid leave because Employment Insurance provides income insurance for only one 37-week period, and, in reality, many fathers and mothers choose to share one 37-week parental leave so that they will each receive some Employment Insurance income.
3. Employees who have worked with the same employer for at least seven consecutive months and have become a parent by birth or adoption are entitled to the leave.
4. Parental leave is 37 weeks long and must be taken in one continuous period.
5. The employer is not required to pay for the leave.
6. Family Leave allows employees paid time off to deal with family responsibilities or personal illness without fear of job loss.
7. Family Leave is three unpaid days.

## ANSWERS FOR PAGES 54 &amp; 55

**READING D:**

1. All employees employed for at least 30 days with the same employer are entitled to Family Leave.
2. Employers are not required to pay for the Family Leave days.
3. Family is defined very broadly. The definition also includes those who are not related but are considered family members.
4. Employees can take Family Leave to deal with personal illness or the needs of their family.
5. Reasonable verification means that the employee must tell the employer as soon as is reasonable and practical.
6. Family Leave does not carry over to future years.
7. There is no obligation for the employer to accommodate partial days off.

**READING E:**Compassionate leave only:

- Compassionate Leave is for assisting a family member who is critically ill and requires care and support for several weeks.
- Compassionate Leave is up to eight weeks.

Bereavement leave only:

- Employees are allowed up to three unpaid days.

True for both:

- Employees who have worked for an employer for 30 days qualify.
- Employees must provide proof (medical certificate or obituary).
- Employees do not need to fear job loss.
- Employees do not need permission from their employer.
- Employees must provide their employer with as much notice as possible.



END OF UNIT FOUR