







AN INTRODUCTION TO UNPAID LEAVES

**Pre-Listening Activity:** A “leave” means a period of time away from work. Look at the pictures. Predict what you think each one means and how much time you think the employee would need to be away from work. Some leaves include:

<p style="text-align: center;">Maternity Leave</p> 	<p style="text-align: center;">Parental Leave</p> 
<p style="text-align: center;">Family Leave</p> 	<p style="text-align: center;">Compassionate Care Leave</p> 
<p style="text-align: center;">Bereavement</p> 	<p style="text-align: center;">Reservist Leave</p> 

**LISTENING EXERCISE**

**1. Why is each Leave taken? Match the Leave to the definition.**

- 1. To care for a very sick family member.                    \_\_\_ Maternity Leave
- 2. To serve in the army.    \_\_\_ Parental Leave
- 3. To help take care of a young baby                            \_\_\_ Family Leave
- 4. To stay home when pregnant or right after the baby is born.                    \_\_\_ Compassionate Care Leave
- 5. To get healthy if you are sick.                                \_\_\_ Bereavement Leave
- 6. To prepare for a funeral.                                        \_\_\_ Reservist Leave

**2. How many days long is each leave?**

Type of leave	Circle the number of days
Maternity Leave	(a) 3 days    (c) 17 weeks (b) 8 weeks    (d) 37 weeks
Parental Leave	(a) 3 days    (c) 17 weeks (b) 8 weeks    (d) 37 weeks
Family Leave	(a) 3 days    (c) 17 weeks (b) 8 weeks    (d) 37 weeks
Compassionate Care Leave	(a) 3 days    (c) 17 weeks (b) 8 weeks    (d) 37 weeks

## AN INTRODUCTION TO PAID LEAVES

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**Employment Standards Officer:** Good afternoon, Employment Standards.

**Employer:** Hello, I'm a new employer. I would like some information about leaves. Could you explain the different types of leaves?



**Employment Standards Officer:** There are a total of 10 leaves. Some of the most common are: Maternity leave, when a woman wants to stay home when pregnant, or right after the baby is born. Parental leave is when new parents need to stay home to take care of a young baby. When you need to get healthy if you're sick, that's Family leave. If you need to prepare for a funeral, that's Bereavement Leave. If you serve as a reservist you can take a leave while serving in the army. Compassionate Care leave is to care for a family member who may pass away in the near future.

**Employer:** Thank you for explaining those. How much time off do workers get for each leave?

**Employment Standards Officer:** Maternity Leave is 17 weeks long. Parental Leave is 37 weeks long. Family Leave is 3 days long, per year. Compassionate Care Leave is 8 weeks long. And Bereavement Leave is 3 days long, for each family member that passes away.

**Employer:** Thank you. I took notes on all of that. It was very helpful.

### GENERAL INFORMATION ABOUT LEAVES

The employer does not pay the employee while they are away on leave.

The employee may receive money from the federal government, through the Employment Insurance (EI) Program.

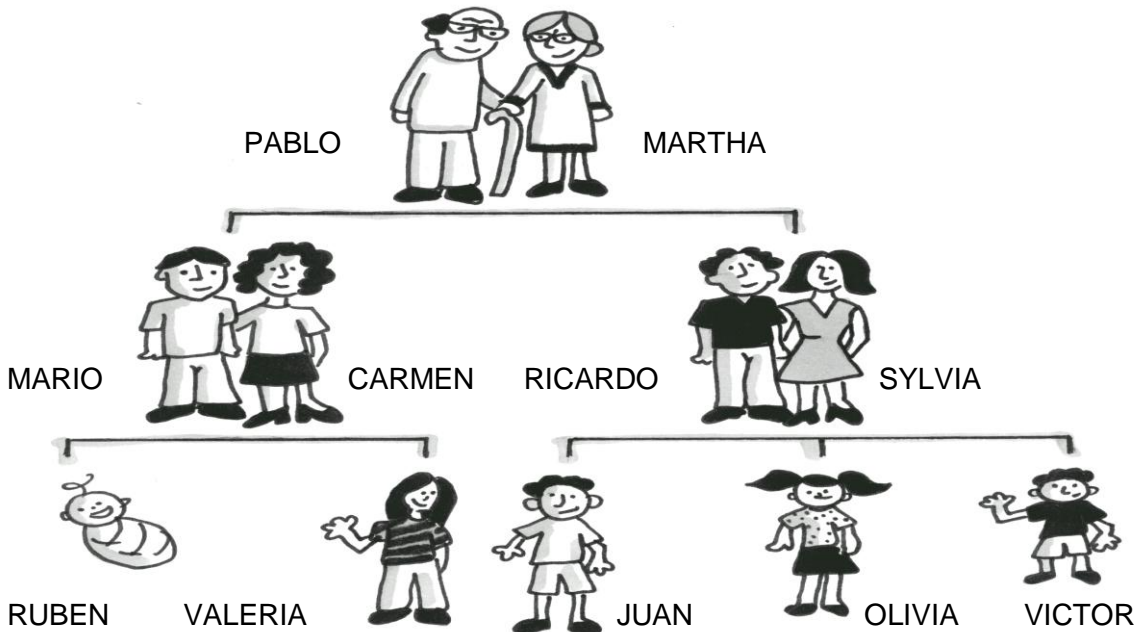


The employee should check with their local EI office to see if they qualify for the EI program.

### WHO IS A FAMILY MEMBER?

Employment Standards includes many people in the definition of a family member.










These people are all family members:



People who are not related, but who are treated like family members, are also considered to be “family members”.

For example: adopted children, students living with a family, two women living together.

**FAMILY MEMBER “X” and “O” GAME:** Use one board for two players. Each player takes a card from the pile. They then have to pick a different picture from on the game paper, and name the relationship between the person they chose and their card. If they are correct, they can put their “X” or “O” on that spot on the paper. The first partner to get three in a row wins.

 <p><u>Pablo</u></p>	 <p><u>Martha</u></p>	 <p><u>Ricardo &amp; Sylvia</u></p>
 <p><u>Mario &amp; Carmen</u></p>	 <p>Ruben</p>	 <p><u>Valeria</u></p>
 <p><u>Juan</u></p>	 <p><u>Olivia</u></p>	 <p>Victor</p>

### MATERNITY & PARENTAL LEAVE

Maternity Leave is when a pregnant woman takes time off from her job near the end of a pregnancy or immediately after giving birth to a baby. This leave protects an employee from losing her job as long as she qualifies by working with the same employer for seven consecutive months before taking the leave. The Leave can start up to 17 weeks before the baby is born.



Both the mother and the father can take Parental Leave. They will not lose their jobs, if they qualify for the leave by working with the same employer for seven consecutive months.



Parental Leave is longer than the Maternity Leave. Maternity Leave is 17 weeks long. Parental Leave is 37 weeks long. Both the mother and the father can take 37 weeks of unpaid leave. The employer doesn't pay for Leaves. Employment Insurance (EI) will decide how much money they will receive during their leave.

#### **QUESTIONS:**

1. The mother can take all of the Maternity Leave time and the Parental Leave time. How many weeks is this? \_\_\_\_\_ weeks.
  
2. The mother can take all of the Maternity Leave and part of the Parental Leave. Carmen decides to take only 10 weeks of Parental Leave after her 17 week Maternity Leave. How many weeks of leave does she take in total?  
\_\_\_\_\_
  
3. Who may pay money to the parents during the unpaid leave?  
\_\_\_\_\_

## FAMILY LEAVE

Family Leave help employees when they are sick or to care for their family. Carmen needs to look after her family. She has one daughter, Valeria, and her new baby boy, named Ruben. As Ruben



grows up, he sometimes get sick. Carmen's dad is called Pablo. Pablo is Ruben's grandfather. Pablo might need help to go to the doctor. Carmen's husband is called



Mario. Mario might get sick and need care. Carmen might need to miss work to attend a school meeting. Carmen might get sick.



Carmen can use the Family Leave to do these things. A Family Leave is a short unpaid leave for employees to take care of the their family or for their own personal illness. Employers must give 3 unpaid days each year for Family Leave. Employees need to work for their employer for at least 30 days to take the leave.

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### **DISCUSS WITH YOUR GROUP:**

1. How many people are in your family?
2. How do you help the different members of your family?
3. Do you ever need to leave work to help your family?
4. How often do you get sick?
5. Did you have Family Leave in the country you were born?

### COMPASSIONATE CARE LEAVE



Carmen's dad is 90. He recently got very sick. The doctor says that he might die in a month. Carmen wants to be with her dad. She wants to help to feed him and take care of him. Carmen needs to take Compassionate Care Leave. This is different than a Family Leave. A Family Leave is very short. It is 3 days a year. Compassionate Care Leave is for a longer time. It is for 8 weeks. It is to help take care of someone who is very sick and has a high risk of dying in the next 26 weeks. Carmen needs to give her employer a medical certificate from her dad's doctor. The certificate needs to say that the patient has a high risk of dying in the next 26 weeks or less. The leave can be taken in one or two periods. Each period must be at least one week long. Carmen will not lose her job because she needs to look after her dad. Her employer has to give her job back to her after the leave. To qualify for the leave, employees need to work for their employer for at least 30 days. This leave, like all the leaves, is unpaid, but she may be able to get money from Employment Insurance.

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#### **DISCUSS WITH YOUR GROUP:**

1. Have you ever needed to help someone who was very sick?
2. How did you help that person?
3. How long were they sick?
4. Did you get a Compassionate Care leave from your job?
5. How long is the Compassionate Care leave in Manitoba?
6. The employer does not pay for any leaves. Who might pay for the leave?





### BEREAVEMENT LEAVE

When Pablo is sick, Carmen doesn't go to work. Carmen goes to the hospital to help her father Pablo every day. Valeria comes after school to visit her grandpa. Mario comes after work and brings the baby Ruben.

After one month, Pablo dies. Everyone is sad. Carmen's Compassionate Leave is over. She tells her employer that Pablo has died. She shows her employer a newspaper article about Pablo's death. This article is called an **obituary**.

Carmen can now take Bereavement Leave. She has 3 unpaid leave days to help her family arrange the funeral and to cry. She has missed a lot of days of work because of her leaves. She had a Maternity Leave, a Parental Leave, some Family Leave days, the Compassionate Care Leave, and now the Bereavement Leave. She is glad that her employer cannot punish her for taking these leaves. She will be allowed to return to her job.

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#### **DISCUSS:**

1. What is a funeral like in your home country?
2. How much time does a funeral take in your home country?
3. Do people write obituaries in your home country?
4. Do you have Bereavement Leave days in your home country?
5. How do you help the family of a person who has died?