




Anglican Diocese of
Edmonton
Proclaim the Gospel | Make Disciples | Further the Kingdom

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Compassionate Leave Guidelines (Administered in Conjunction with the Short-Term Disability Plan)

Introduction

The following Compassionate Leave Guidelines identify and clarify the framework of leave (time off work) and benefits available to employees of the Diocese of Edmonton, or employees of parishes in the diocese who are experiencing serious illness in the immediate family, or the death of an immediate family member. Immediate family is defined as:

- Your child
- Your spouse
- Your father/mother
- Other family situations as determined by the Bishop

These guidelines pertain to situations requiring an employee to be unavailable for work for an extended period of time (one month or more).

This summary is intended to identify the various benefits to which an employee is entitled by law, and to clarify the benefits and leave which we, as employers, wish to provide over and above the legal minimum.

Principles

These guidelines have been established to ensure fairness and equity to employees and employers within the Church.

The Diocese of Edmonton, and the parishes which form the diocese, employ both clergy and lay staff in a variety of positions and offices. The guidelines

recognise the unique nature of the duties of our clergy and their role in individual parishes.

Wherever possible, the guidelines provide for a flexible response to individual situations. Pertaining to both leave (time away from work) and benefits (money), the guidelines are intended to maximise benefits available through employee benefit plans or Employment Insurance.

Compassionate Leave will be granted to clergy as determined by the Bishop. If the applicant is a lay person employed by a parish, compassionate leave will be granted by the Parish Corporation. If the applicant is a lay person employed by the diocese, compassionate leave will be granted by the Bishop in consultation with the regional dean.

Compassionate Leave

To qualify for compassionate leave, the employee must have been employed full time or part time by the Diocese of Edmonton, or a parish in the diocese for 52 consecutive weeks prior to the leave.

EI Benefits

In specific situations, an employee requesting compassionate leave may qualify for benefits under the Compassionate Care Benefits program of Employment Insurance. The benefits referred to in this plan will be reduced by an amount equal to the payments received from Employment Insurance.


Benefits

Compassionate Leave Benefits are administered in conjunction with the Short-Term Disability Plan of the Diocese of Edmonton and funded from the same employee contributions. These benefits are self-insured and administered by Canadian Benefit Providers Ltd. on behalf of the Diocese of Edmonton. As a plan member, an employee may receive benefits for up to 17 weeks (119 days). For the first four weeks of leave, the benefit will be paid by the employer in the form of stipend (salary) continuation to a maximum of 100% of income. (*In the case of parish clergy or staff, the "employer" that covers the first four weeks is the parish.)



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During this period, normal payroll deductions (statutory and group benefits) will be applied to income. After four weeks, the benefit will be paid by Canadian Benefit Providers Ltd. at a rate of 66.67% of normal stipend (salary). This part of the benefit will be tax-free because the premiums are 100% employee funded. The payments from Canadian Benefit Providers Ltd. will continue for a maximum of 13 weeks.

If an employee returns to work prior to the maximum leave period granted by the Bishop, and subsequently requests further leave time related to the initial request, on approval, additional leave time will commence from the date of the last leave.

Benefit Costs During Leave

During the leave period, the employee will be required to pay the premiums for the employee portion of Extended Health, Life Insurance, Dependant Life Insurance and Pension. The employer will continue to pay premiums for the employer portion of Extended Health, Life Insurance, Long-Term Disability and Pension.

Applying for Compassionate Leave

Please use this online form

<https://synodoffice.breezechms.com/form/ebb39417> to apply for Compassion Leave.