



ORGANIZATIONAL SOLUTIONS INC.
SOLUTIONS ORGANISATIONNELLES INC.

ABOUT ORGANIZATIONAL SOLUTIONS INC.

OSI is a leading, 100% Canadian owned and operated Disability management and Workers' Compensation Claims management firm. We provide the human resource and financial solutions and services needed by cost conscious and results focused employers. Special Leaves of Absence Management is one of the many value added or stand alone services we offer to business leaders with workplaces in Canada. Our friendly, informative team would be delighted to share with you in greater depth how we achieve incredible results across the country in every industry.

Reach out to us today. We look forward to hearing from you and invite you to find out more on how to join our continuously growing partnership of delighted and respected clients.

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OSI's teams and offices are located across all of Canada, including a large bilingual office in downtown Montreal.



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Special Leaves of Absence

HOW TO MANAGE EMPLOYEE TIME AWAY UNDER THE SPECIAL CIRCUMSTANCES PROTECTED BY THE CANADIAN LABOUR CODE.

“The Right Care, at the Right Time, for the Right Outcome ©.”

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CANADA'S LEAVE OF ABSENCE LEGISLATION

THE CHALLENGES

Managing Special Leaves of Absence under the Canadian Labour Code can often place personal and financial challenges on employers.

There is a way to reduce this burden. As with Short Term Disability and Workers' Compensation Claims, effective and strategic management of any absence has a positive and lasting effect. The right program can reduce both the cost and the burden of time missed from work. Some challenges for employers include:

MEASURING AND TRACKING TIME AWAY

With any type of absence, including special leaves of absence, tracking, monitoring, and measuring time away can be a challenge. It is often more cost-effective, less labour intensive, and more productive having Organizational Solutions Inc. (OSI) track all time away. Tracking time also allows you, the employer, to put the proper resources or temporary workers in place to cover any longer absences. OSI will ensure that the right strategies are in place when the employee returns. OSI will also ensure that the right evidence is presented to support the leave

and that no-one is exceeding the legislated time away allowed.

IT CAN GET COMPLEX

Some leaves can be interrupted for different reasons and not affect the total time away. For example, it is possible for an employee to interrupt compassionate care leave in order to take sick leave or a work-related illness and injury leave. Or two employees can share a leave if they are care-giving for the same person. Knowing the details of the legislation allows our team to exceed in service for our clients and their employees.

RETURN TO WORK MAY PRESENT CHALLENGES

Returning to work may be difficult for the employee, particularly after a long absence. For example, if the leave was due to grief or a traumatic incident, the person may feel considerable anxiety when faced with a return to the workplace and their colleagues. Our Recovery Facilitators have strong expertise in return to work strategies. Every case is managed compassionately, and with fairness to both the employer and employee. A safe and sustainable return to work is always the goal.



BENEFITS OF OUR SERVICE

THE SOLUTION

Having **Organizational Solutions Inc.** manage your Special Leaves of Absence program has significant, cost-saving benefits for employers across Canada. Some of these benefits include:



ABSENCE MANAGEMENT EXPERTISE

OSI are leaders in assisting employers across all industries manage time away and return to work among their workforce. As with Short Term Disability or Lost-Time in Occupational Claims, the strategic management of time away can give a significant return on investment to the employer. OSI will be in communication with the employee throughout their leave, ensuring that return to work is timely and that any absence does not become medicalized.



ADMINISTRATIVE RELIEF

Managing the administration alone can relieve a lot of the employer's burden managing Special Leaves of Absence. From gathering all the evidence needed to support a leave to ensuring the right time away is followed, OSI's capacity to track, support and monitor time away relieves a lot of resource pressure on employers.



A COMPASSIONATE, THOUGH IMPARTIAL, THIRD PARTY.

Many leaves of absence occur for deeply personal reasons. Often, due to working relationships, there is a high discomfort among managers or HR monitoring leaves and ensuring a employee returns to work when they should. OSI acts as a compassionate, yet impartial, third party. Our people place a comfortable buffer between the employee and the people they work with on a daily basis.



WHEN AN EMPLOYEE CAN TAKE A SPECIAL LEAVE OF ABSENCE

The details of leaves of absence vary between provinces, e.g. in Quebec there are many unique provisions. Below are the most common special leaves and the time off allowed as outlined by the Canadian Labour Code:



COMPASSIONATE CARE LEAVE

Up to 28 weeks of compassionate care leave to look after a family member who is gravely ill.

LEAVE RELATED TO CRITICAL ILLNESS

Up to 37 weeks to provide care or support to a child and **up to 17 weeks** to provide care or support to an adult.

LEAVE RELATED TO THE DEATH OR DISAPPEARANCE OF A CHILD

Up to 52 weeks in the case of a missing child, and **up to 104 weeks** if the child died.

BEREAVEMENT LEAVE

Up to 3 days paid leave following the death of a family member.

MATERNITY LEAVE

Up to 17 weeks if the employee has completed six consecutive months of continuous employment

PARENTAL LEAVE

Up to 63 weeks for both natural and adoptive parents.

ORGAN DONOR LEAVE

Up to 13 weeks if undergoing surgery, can be extended for up to an **additional 13 weeks**.

RESERVIST LEAVE

To take part in annual training or in certain military operations in Canada or abroad that are designated by the Minister of National Defence.