

MEMO – All Employees

**PLEASE PRINT
AND POST IN
ALL LOCATIONS**

To: All Employees in Ontario
From: Dwayne Milley, Vice President of Operations
CC: Organizational Leadership Team
Date: July 15, 2021
Re: **Policy Revisions to E.6 Personal Emergency and Personal Medical Leaves of Absences**

As a follow up to a communication to all employees in Ontario on April 13, 2021, pertaining to the restructuring of Christian Horizons' sick and illness programs, Human Resources has updated section E.6 to officially reflect this change in our policy.

The Ontario Reference Manual, section E.6 Personal Emergency and Personal Medical Leaves of Absence has been renamed to **E.6 Personal Emergency and Short Term Medical Leaves of Absence**. The previous term Personal Medical Leave (PML) has been replaced with Short Term Medical Leave (STML) throughout the section. Please read the Chart of Updates to learn more about the specific changes made to this section.

As with past revisions, legislative requirements, communication clarity, and continuous improvement are what drive our policy changes. Please know the revision process includes, where appropriate, consultation with the Joint Employee Association (JEA).

With this memo, you'll find an updated E.6 policy package in PDF format that includes the following:

- Chart of Updates
- Table of Revision Dates
- Section E: Human Resources – Table of Contents
- E.6 Personal Emergency and Short Term Medical Leaves of Absences
- Reference Manual Review Sign Off Sheet

Please note we are not sending a printed copy for this update at this time. You can print a copy locally if you wish. We are expecting to make several revisions to the entire Human Resources policy over the summer and will send a full print copy of Section E – Human Resources at that time with instructions to update the Reference Manual.

We ask that supervisors please ensure that the updated policy is reviewed by all employees and documentation of their review is completed on the *Reference Manual Review Sign Off Sheet* and placed in the Reference Manual binder.

The electronic version of the Reference Manual for Ontario, as available on CHconnect, will be updated on Friday, July 16, 2021 to reflect these revisions.

Should you need any assistance with the Reference Manual update, please contact Lori Piper, Policy Specialist & Operations Support, at lpiper@christian-horizons.org.

Thank you for your ongoing efforts to create communities of belonging.