



**Procedure Statement:**

The Flower Cart recognizes that employees face many different situations that require their attention during the loss of a pregnancy or preborn child, ranging from miscarriages, stillbirths and termination of pregnancies. The Flower Cart will support the employee and their family during this traumatic and difficult time.

**Definitions:**

Employee – A person employed by The Flower Cart.

Spouse of an employee - a person considered to be in a relationship with an employee.

Surrogate – A woman who is pregnant on behalf of an employee.

Miscarriage – The expulsion of a fetus (up to 19 weeks gestation) from the womb before it is able to survive independently, especially spontaneously or as the result of accident.

Stillbirth - the birth of an infant that has died in the womb (strictly, after having survived through at least the first 20 weeks of pregnancy, earlier instances being regarded as abortion or miscarriage).

Termination of pregnancy - ending the pregnancy through medical intervention, as a result of which the birth of the baby does not happen.

**Procedure:**

A ) In the event that a woman experiences a miscarriage the employee is entitled to use of sick time, at the end of sick time the employee may apply for Sick EI benefits if they are eligible. It is the responsibility of the employee to apply for these benefits but HR will assist if requested.

If the spouse of an employee experiences a miscarriage they are entitled to use their sick time. If more time is required they may apply for Sick EI benefits.

If a surrogate experiences a miscarriage the employee is entitled to use of their sick time. If more time is required they may apply for Sick EI benefits.

B) In the event that a woman experiences a stillbirth, The Flower Cart will allow the use of up to 5 bereavement days, then they may be able to apply for maternity benefits if they qualify, otherwise EI Sick benefits may be utilized.

If the spouse of an employee experiences a stillbirth they will be entitled to the use of up to 5 bereavement days, then the use of their sick time. If more time is required they may apply for Sick EI benefits.

If a surrogate of an employee experiences a stillbirth, The Flower Cart will allow the use of up to 5 bereavement days, then the use of their sick time. If more time is required they may apply for Sick EI benefits.

C) In the event that a woman terminates a pregnancy the employee is entitled to use of their sick time, at the end of sick time the employee may apply for Sick EI benefits if they are eligible.

In the event that an employee's spouse terminates a pregnancy the employee is entitled to use of their sick time, at the end of sick time the employee may apply for Sick EI benefits if they are eligible.



**Related Information:**

Benefits and Conditions of Employment

**Contact:**

Human Resources Department

**Roles and Responsibilities:**

Employee

- Notifying their supervisor and HR when they taking time and the appropriate amount of time
- Any paperwork required
- Filling in their benefit sheet with time taken
- Forwarding any doctors notes to their supervisor

Supervisor

- Ensure accurate records
- Ensuring employees use their paid time off appropriately
- Approve or deny paid time off
- Completion of benefit sheets if necessary

HR

- Any paperwork required

**Revision History:**