

A Team Member may be able to take a LOA based on both planned and unplanned personal health matters. Depending on the province where the Team Member is a resident, they may be eligible to take LOAs for illness and/or injury, medical emergencies, surgery, or donating an organ or tissue for transplantation.

Personal Health LOAs are unpaid, job-protected absences from work and should not be confused with paid sick days based on service.

Where a LOA is available based on “personal emergency,” this LOA may be taken for personal illness, injury, medical emergency, or planned surgery. The cause of the illness, injury, or medical emergency is not relevant for eligibility and it does not matter if the emergency was caused by the Team Member’s own actions or by factors beyond their control. For example, sports accidents or self-harm are valid reasons for a LOA.

Though elective surgery is scheduled in advance and is not technically an emergency, surgeries done because of an illness or injury will entitle a Team Member to a Personal Health LOA. This is not true of medically unnecessary cosmetic surgery that is unrelated to an illness or injury.

Where a LOA is available based on the donation of an organ or tissue for transplantation, notice and a medical certificate will be required. The medical certificate should provide the reason for the LOA request and the duration of the LOA requested. The Team Member may be able to extend the LOA with sufficient notice and an additional medical certificate. They may also be able to return to work sooner than anticipated, though a doctor’s note indicating that they may safely return to their duties may be required. Additionally, most provinces that allow LOAs for organ donation have a service requirement for eligibility.

Quebec has a unique extended LOA for Team Members who suffer serious, crime-related bodily injury. This LOA lasts up to 104 weeks and must relate to an injury incurred during, or resulting directly from, a criminal offence that renders them unable to do their job. The Team Member is not eligible if they were the offender or contributed to the injury through gross fault. This LOA is not applicable to workplace injuries or illness.

As the rules are different for all LOAs for each province, please refer to the chart below to see what is available in your province.

If you are eligible for Short Term Disability Benefits you must apply separately. After you apply for a LOA, Michaels will complete and submit the required Employer Statement to SunLife on your behalf. Michaels will mail you your disability package, which includes a section for you to complete and a section for the appropriate health care provider to complete. When both sections are complete, the package must be sent to SunLife. SunLife will inform you if your claim has been approved or denied.

Please note that there may be additional, non-legislated leaves, rooted in the common law. Common law leaves are not governed by the Michaels LOA Policy.