The Professional Institute of the Public Service of Canada | L'Institut professionnel de la fonction publique du Canada

Policy on Family Care

Effective Date: 6 May 2025

1. Purpose and Scope

The objective of this policy is to remove one of the barriers which may prevent members from participating in union activities.

The policy is intended to assist the member in covering additional fees incurred as a direct result of attending an authorized PIPSC activity.

Childcare expenses will be reimbursed for the following activities:

Groups and Sub-Group AGMs
Constituent Body Executive meetings
Regional Councils and Branch AGMs
Regional and Branch Executive meetings
Sub-Group Presidents' meetings
Bargaining Team meetings
Consultation Team meetings
Advisory Council
Working Group on Consultation
Separate Employers Group
Board of Directors meetings
Committee meetings
Training

(BOD March 2023)

2. Eligibility

Where the member is the sole caregiver at the time of the authorized union activity, the Institute will cover costs for care during the day outside normal work/school/daycare hours. Family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work are not covered.

Where the spouse/partner of the member is unable to provide care, and the member is on authorized leave from work and providing care to the spouse/partner and/or one or more children, resulting expenses not ordinarily incurred for a caregiver may be submitted.

(AGM 2023)

This policy shall not cover costs for care provided by a spouse/partner, former spouse/partner with custody rights.

(AGM 2020)

Members are entitled to claim fees related to the care of the following family members who reside on a full or part-time basis with the member:

- a child under 18 years of age;
- a person with a disability;
- an adult, who is a dependant, requiring care.

3. Claim and Receipts

An Expense Claim form must be submitted, accompanied by a receipt, which must include the following information:

- Caregiver's full name
- Caregiver's full address
- Caregiver's telephone number
- Caregiver's license number (if applicable)
- Detailed dates and hours when the care was provided for each individual family member
- Amount charged
- Caregiver's signature

4. Reimbursement of Fees

When the care is provided by an eligible caregiver other than a licensed agency/attendant, the member shall be reimbursed the lesser of $15 per hour or the actual amount paid, up to the following limits:

a. $80 per day for the first family member;
b. $55 per day for each additional family member.

If the care is provided by a licensed agency/attendant, the actual fees will be reimbursed.

(BOD May 2025)

5. References

PIPSC Policy on Balancing Union Activity and Family Life