



Policy Code: E - 003

Leaves of Absence Policy

CONTENTS

1. TITLE	3
2. POLICY STATEMENT	3
3. PURPOSE	3
4. SCOPE	3
5. OBJECTIVES	3
6. POLICY DETAILS	3-6
7. ROLES AND RESPONSIBILITIES	7
8. MONITORING, EVALUATION AND REVIEW	7
9. RELATED DOCUMENTS & LEGISLATION	7

10. ASSOCIATED DOCUMENTS _____7

REVISION RECORD

Date	Version	Revision Description
November 14, 2012	1	Original Leaves of Absence Policy
September 21, 2016	2	Reviewed and Revised Leaves of Absence Policy
February 18, 2021	3	Policy E – 003 replaces Policy No. 1902

1. TITLE:

1.1 Leaves of Absence Policy

2. POLICY STATEMENT:

2.1 The Village of Heisler recognizes that there will be times when an employee requires time off due to unusual or unavoidable circumstances.

3. PURPOSE:

3.1 In order to treat all employees equitably and fairly, the Leave of Absence Policy has been developed to ensure that leaves are granted so as to protect length of service and benefit rights of an employee.

4. SCOPE:

4.1 The scope of this policy includes but is not limited to Village employees and Heisler Village Council.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

6.1 GENERAL POLICIES:

- **All leaves of absence shall be approved by the Chief Administrative Officer, or in the case of the Chief Administrative Officer, by Council.**

- All requests for leaves must be in writing to the Chief Administrative Officer with at least two (2) weeks' notice with the exception of extreme circumstances, unless otherwise stated. If reasonable notice cannot be given, then notice must be received by the Chief Administrative Officer at the earliest opportunity. The Village reserves the right to request certification or documentation of the reasons for the leave of absence request.
- While on leave, an employee found to be in receipt of remuneration for his/her services with any organization other than the Village without direct authorization from the Chief Administrative Officer to do so will be subject to disciplinary action.
- Any extensions of leaves as provided herein must be accompanied by the written consent of the Chief Administrative Officer.
- Where an employee is granted a leave of absence of more than one month's duration and that employee is covered by any or all of the benefit plans, that employee shall make prior arrangements for the prepayment of employee's and employer's premiums for the applicable plans.
- Any employee who does not receive written consent for an extension of leave and who does not return to the employment of the Village by the date prescribed will be considered to have forfeited his/her position with the Village.
- Any employee who is absent for three (3) consecutive days without notification or written authorization for a leave will be considered to have forfeited his/her position with the Village unless the Chief Administrative Officer is notified prior to the end of the three (3) day period and proper documentation, if required, is supplied.

6.2 LEAVE OF ABSENCE WITHOUT PAY:

- Since a leave of absence without pay is normally for personal reasons, it will be granted if the employee's duties and responsibilities can be adequately provided for and if the employee's performance is sufficient to warrant such a leave.
- The Village discourages general leaves for more than three (3) months.

Parental Leaves:

Parental, Maternity, and Adoption Leave

- Will be granted in accordance with the Employment Standards Code.

6.3 LEAVE OF ABSENCE WITH PAY:

Sick Leave:

- Sick leave shall be granted to permanent employees who work a minimum of 28 hours per week and who have been employed by the Village of Heisler for a period of not less than one (1) month.
- A medical certificate may be required by the Chief Administrative Officer for an absence of three (3) or more consecutive days.
- Sick leave will be accrued from commencement date to the employees benefit as follows:
- Permanent Full-time Employees at a rate of one (1) day per month, beginning in their first full month of employment, accumulated to a maximum of twelve (12) days per year. Sick days are not paid out and shall expire on the last day of the present year. Sick days will be prorated off of final pay as required.
- Permanent Part-time Employees working at least 28 hours per week at a rate of four/fifths (4/5) of a day per month at a rate of one half (1/2) day per month beginning in their first full month of employment, accumulated to a maximum six (6) days per year. Sick days are not paid out and shall expire on the last day of the present year. Sick days will be prorated off of final pay as required.
- Any time taken off for sick leave will be deducted from the days allowed. All employees will notify their Supervisor in the morning of the first day off.
- Sick leave benefits do not cover employees who are receiving supplements from the Worker's Compensation Board or from the short and long term disability plan.
- After a seven (7) day period (including weekends), the Village's short term disability plan, subject to the approval of the plan

provider, will come into effect. Upon the expiration of the short term disability, the Village's long term disability plan, subject to the approval of the plan provider, will come into effect.

- Forms for Short and Long Term Disability payments are provided from administration.
- The terms for Short and Long Term Disability coverage are defined in the Employee Benefit Handbook which is available online at www.sunlife.ca.

Special Leave:

- Permanent employees may be eligible for special leaves providing that the employee has been employed by the Village for a minimum of three (3) months.
- Special leave may be granted at the discretion of the Chief Administrative Officer.

General Guidelines for Special Leaves are:

- Bereavement Leave for Immediate Relative – 3 days
- Compassionate Leave (for non-immediate relative) – Chief Administrative Officer's approval required – 1 day
- Travel time – an extension of up to two days may be granted for travel in excess of 200 kilometres at the discretion and approval of the Chief Administrative Officer.
- Educational leave – Council encourages staff development through courses and seminars to maximize employee potential and efficiency.

Non-Supervisory Staff – Maximum 3 days/year

Supervisory Staff – Maximum 5 days/year

Chief Administrative Officer – Maximum 10 days/year

- Court Leave – an employee summoned to appear as a witness during court proceedings or to serve jury duty shall be paid the difference between what they would have earned for their regular hours and the fee received. The Village will require employees to furnish a certificate of service from an officer of the Court before making any payment. Employees will come to work during those hours that are not required to attend Court.

- Volunteer Fire Fighters - Employees who are Volunteer Fire Fighters are deemed to be performing a community service and therefore permitted to leave work to fulfill their duties.
- Military Leave – as per guidelines as set out by the Federal Government.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Administration Department of the Village of Heisler to uphold the various policies and procedures enacted by council.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 “Immediate Relative” shall mean an employee’s:

- Spouse;
- Children, including children of the employee’s spouse, and spouses thereof;
- Parents and spouses thereof;
- Siblings and spouses thereof;
- Grandparents and spouses thereof;
- Grandchildren, and spouses thereof;

“Spouse” shall mean a person who:

- is married to another person, and is not living separate and apart, within the meaning of the *Divorce Act (Canada)*, from the other person, or
- is living and cohabiting with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender.

10. RELATED DOCUMENTS & LEGISLATION:

- 10.1 Employment Standards Code, RSA 2000, Chapter E-9



10.2 Employment Standards Regulations, AR 14/1997

Council Approved: February 18, 2021

Motion # 21-02-033

Responsibility: Administration

Next Review Date: February, 2024