

## Leave of Absence – Long Term

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**Purpose** *To accommodate individual employee situations necessitating a long term leave of absence.*

**Policy Statement** *Leave of absences without pay, provide for job protection which is defined as returning to the same position at the same salary or returning to alternate work of a comparable nature with equivalent pay.*

*Accredited Supports to the Community will adhere to Alberta Employment Standards for provisions of long term leave of absences which include:*

- *Maternity Leave and Parental Leave*
- *Compassionate Care Leave*
- *Long Term Illness and Injury Leave*
- *Critical Illness Leave*
- *Death or Disappearance of a Child Leave; and*
- *Reservist Leave*

*Employees participating in the extended medical benefits plan may continue through the period of the unpaid leave of absence by paying the employer and employee portion. Failure to pay premiums will result in discontinuation of the benefits. RRSP payroll contributions are suspended during long term leave of absence.*

Binder(s):	Human Resources						Page:	1 of 1
Section(s):	Benefits	A	92-06-26	R/R	95-03-15	R	97-11-10	
Program Area(s):		R/R	98-05-20	R	01/01/09	R/R	Aug 30/12	
		R/R	Mar 27/14	R/R	Sept 27/18			

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### General

1. A request for leave of absence is made using the Leave of Absence – Long Term Request Form. Dependent on the situation, the request form may be completed on an employee's behalf by the immediate supervisor. The request is forwarded to the Program Director/Executive Director. The employee will receive written notification regarding approval of the long term leave from the Program Director/Executive Director.
  
2. Employees participating in the extended medical benefits plan and wishing to continue these through the period of the long term leave must make arrangements for the continuation and payment of their premiums prior to going on a planned long term leave. Employees will be responsible for both the employee and employer portions. An exception is for the Health Related portion of a Maternity leave, during which, ASC will continue to pay the employer portion. RRSP payroll contributions are suspended during term leave of absences. **Failure to pay premiums by the first of each month will result in discontinuation of extended medical benefits.**
  
3. Upon commencement of their leave, employees will have their final pay and a Record of Employment filed electronically with a copy being provided to them.
  
4. During the period of the leave, communication and contact are important. ASC will strive to communicate about events and items of interest, and employees are also encouraged to remain in contact. This helps in the transition and return to work planning.
  
5. Vacation pay is not accumulated when not earning a wage

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		R/R	Mar 27/14	R/R	Sept 27/18		