

## Leave of Absence – Short Term

---

**Purpose** *To accommodate individual employee situations necessitating a short term leave of absence from work.*

**Policy Statement** *The following short term leaves will be considered as job protected, ensuring employees have the opportunity to return to their same or equivalent jobs.*

- *Bereavement/Funeral leave*
- *Elections*
- *Personal Emergencies including domestic violence*
- *Jury Duty*
- *Family Responsibilities*
- *Extended Travel*
- *Citizenship Ceremony attendance*
- *Reservist Training*

*Short term leave of absences will be considered “non-suspended time”. Employer and employee paid portions of extended benefits will continue for employees participating in the plans (see exception for extended travel leaves, defined under procedure). As RRSP contributions are based on monies earned, employer and employee contributions are affected by unpaid short term leave of absences.*

Binder(s):	Human Resources							Page:	1 of 1
Section(s):	Benefits	A	94-01-19	R/R	95-03-15	R	97-11-10	R/R	98-05-20
Program Area(s):		R/R	01-01-18	R/R	Aug 30/12	R/R	Feb 21/18		

## Leave of Absence – Short Term

---

### General

- Employees are to notify, or make arrangements for notification to immediate supervisors of the need for a leave as soon as possible. This is necessary in order to make arrangements for handling employee responsibilities.
- Employees are to complete the Leave of Absence request form as soon as possible.
- Supervisors will confirm the eligibility for pay, where applicable, in conjunction with the Executive Director/Program Directors.
- Where applicable, leave pay will be paid equal to the number of awake hours that the employee would have been scheduled to work over the period of the leave and will be paid at the regular hourly rate of the employee.
- Leave pay will not be considered hours worked for purposes of calculating overtime.
- Timesheets must show the short term leave of absence period and if it is paid or unpaid time.
- In compliance with Alberta Employment Standards, documentation of the need for the leave may be requested where applicable.
- Any unused leave days cannot be carried over into a new calendar year.

### Paid or Partial Paid Leaves

#### **Bereavement/Funeral Leave**

Partner\* used in the following descriptions includes spouse, adult interdependent partner or common-law partner

1. Bereavement leave necessitated by the death of:

A partner\*, child/step child, parent/step parent, current or former guardian, grandparent/step grandparent, grandchild/step grandchild, sibling/half sibling/step sibling or their partner\*, parent-in-law, the partner\* of the employee's son or daughter, or relative who is a member of the employee's household shall be granted leave with pay up to and including 3 consecutive working days. Travel time to a maximum of two additional consecutive working days with pay may also be granted. ASC recognizes that employees may need additional time off and this may be accommodated under vacation time owing and supplemental time off without pay.

Binder(s):	Human Resources							Page:	1 of 3
Section(s):	Benefits	A	94-01-19	R/R	95-03-15	R	97-11-10	R/R	98-05-20
Program Area(s):		R/R	01-01-18	R/R	Aug 1/12	R/R	Feb 7/18		

2. Bereavement leave necessitated by the death of:

A current or former foster child or their partner\*, current or former foster parents, current or former wards, grandchild's partner\*, niece/nephew or their partner\*, aunt/step aunt or their partner\*, uncle/step uncle or their partner\*, family members of the employee's partner\* shall be granted with pay for one day. Additional time off may be accommodated under vacation time owing and time off without pay.

Should bereavement leave be required for a person the employee isn't related to but considers to be like a close relative, as per Alberta Employment Standards, up to 3 days of unpaid leave may be accommodated. Vacation time owing may be used for this purpose.

In the event, an employee wishes to attend the funeral of a person that does not meet the definitions above for bereavement leave, attempts will be made to accommodate the time off under vacation time owing and time off without pay.

**Elections**

In the event an employee is scheduled to work hours that leave less than adequate time to vote during the period of time that polls are open for voting, ASC will provide for sufficient paid time, up to a maximum of three hours, for an employee wishing to vote.

**Unpaid Leaves**

**Personal Emergency Leave**

Dependent on the nature of the personal emergency, often event related (fire, flood, etc.) and length of time required to attend to the situation, at its discretion, ASC may extend a leave from work.

In a situation of domestic violence, up to ten unpaid days may be accessed.

Wherever possible employees will be able to use any accumulated vacation time owing, prior to moving to unpaid leave.

**Jury Duty**

In the event an employee is required to participate in Jury Selection or Jury Duty, ASC will provide for the employee to have the required sufficient unpaid leave of absence.

Binder(s):	Human Resources							Page:	2 of 3
Section(s):	Benefits	A	94-01-19	R/R	95-03-15	R	97-11-10	R/R	98-05-20
Program Area(s):		R/R	01-01-18	R/R	Aug 1/12	R/R	Feb 7/18		

### **Citizenship Ceremony Leave**

Employees are eligible to take up to one day of unpaid leave to attend their citizenship ceremony.

### **Unpaid Leaves Subject to 90 Day Prior Employment with ASC**

#### **Family Responsibility Leave**

Employees will be eligible to take up to five days of unpaid leave, which may be taken in increments of no less than half days, to meet his or her responsibilities in relation to a family member. Family members are described as partner (spouse, adult interdependent partner, common-law partner), parents, foster parents, guardians, children, foster children, wards, partner's children, siblings, grandchildren, grandparents and any other person living with the employee as a member of their family.

#### **Reservist Training**

Employees may take Reservist leave for annual training, including travel time for up to 20 days in the calendar year. Periods of leave do not have to be consecutive days. Proof of entitlement will be required from the employee's commanding officer that verifies the employee is participating in required training and the length of time needed.

#### **Extended Travel**

For employees that need to do extended travel beyond what their vacation time owing provides for, at its discretion, ASC may choose to extend an additional period of unpaid leave. In general, the period of total absence should not exceed six weeks. Any existing vacation time owing must be used prior to the extension of an unpaid extended travel leave. Consideration of these requests must take into account impact to services.

In the portion of the extended travel leave that is unpaid, employees will be responsible for the employer and employee portion of their extended medical and dental benefits costs. Arrangements for pre-payment of these costs must be made prior to commencement of the leave.

Binder(s):	Human Resources							Page:	3 of 3
Section(s):	Benefits	A	94-01-19	R/R	95-03-15	R	97-11-10	R/R	98-05-20
Program Area(s):		R/R	01-01-18	R/R	Aug 1/12	R/R	Feb 7/18		