



Employee Illness, Injury and Leaves Of Absence Policy # HR-005

Board Approved Motion # 23-148 Date November 15, 2023
Review Cycle Annual
Last Review November 15, 2023 Next Review November 2024

Purpose

This policy describes various types of paid and unpaid leave available to employees.

This policy does not apply to leave legislated by the Alberta Employment Standards Code. Refer to the Code for details and requirements of those leave provisions.

Definitions

“BESC” means Beaver Emergency Services Commission.

“Board” means the Board of Directors of the Commission.

“Chair” means the Chairperson of the Board

“Contract employee” means an employee employed by BESC with a fixed term of employment

“Full time employee” means an employee employed by BESC for at least 35 hours per week without a fixed term of employment

“Part time employee” means an employee employed by BESC for less than 35 hours per week without a fixed term employment

“Regional Emergency Manager” (REM) means the person appointed to hired in this role by the Board

“Work day” means a regular shift as defined in the employees letter of employment

Medical Leave

Medical leave is used by employees for absences due to personal illness, injury, dental or medical appointments.

All full time employees are eligible to receive 12 days of medical leave per calendar year. The leave entitlement is prorated during the first and final years of employment . For example an employee who commences full time employment in September is entitled to 4 days sick leave for that calendar year.

All part time employees eligible to receive a maximum of 3 days of medical leave per calendar year.

Medical leave credits do not carry forward to the following year.

Employees must notify their supervisor prior to the start of their shift of their intention to use medical leave and may be required to provide a medical certificate.

Short-term Disability

BESC provides short-term Disability (STD) insurance as part of a comprehensive benefits plan. Eligibility and payment of STD benefits are determined by the insurance provider.

BESC will transition employees to STD if their illness or injury exceeds or is expected to exceed the 8 days of medical leave and accommodation at work is difficult or unavailable. The commencement of STD benefits is 1st day after disability (accident or surgery) or 8th consecutive day of illness. This benefit is to a maximum of 17 weeks. BESC will continue to pay employee extended benefits premiums while employees are on STD.

Long Term Disability

BESC provides Long-term Disability (LTD) insurance as part of a comprehensive benefits plan.

Eligibility and payment of LTD benefits are determined by the insurance provider.

BESC and the insurance plan transition employees from STD to LTD if the injury or illness (disability) exceeds the 17 week maximum STD. Once on LTD there is a waiver provided by the insurance company for STD, LTD and life insurance premiums.

BESC will not continue to pay premiums for health and dental coverage once the employee is on LTD. BESC will provide the employee with information regarding health and dental benefit coverage.

Leave benefits do not accrue while an employee is on short term or long term disability leave.

Bereavement Leave

Bereavement leave with pay will be granted to an employee as follows

- 5 days for the death of the employee's
 - spouse or adult interdependent partner,
 - parents or parents in law
 - children or step children
 - grandchildren
 - brothers or sisters
- 1 day leave for the death of the employees
 - Brother or sister in law
 - Grandparents or grandparents in law
 - Any relative who permanently resides with the employee

The REM has discretion to grant up to an additional 5 days of bereavement leave in other circumstances. A minimum of 24 hours' notice is required in such circumstances.

Voting

All employees who are eligible to vote are entitled to have 3 consecutive hours off to vote. If the employees hours of work do not allow for 3 consecutive hours to vote, BESC will determine the voting time to be allowed. The employee will be paid for the voting time.

Court Leaves

BESC will grant employees who are required to serve as a juror under the Jury Act or subpoenaed to appear as a witness in their official capacity leave with pay. The employee must pay BESC the jury duty pay they receive less any amounts received for travel and subsistence.

An employee who is making a court appearance on their own behalf is expected to appear on their own time (for example, using vacation time or lieu time).

The employee should inform their immediate supervisor as soon as possible of their call to jury duty and provide a copy the notice they received.

The employee will also need to provide their supervisor with documentation to verify the length of their jury duty.

Religious Holidays

Religious holidays other than general and BESC holidays may be taken as vacation days, lieu time, or absences without pay subject to approval.

Personal Leave of Absence

BESC recognizes that, from time to time, personal situations arise which may require an employee's absence from work and as such may grant leave without pay for these situations. The personal leave of absence is in addition to the unpaid leaves of absence provided by legislation.

Accumulated paid leave entitlements (vacation, lieu time, etc.) must be exhausted before a substantial unpaid leave of absence will be granted.

A request for a personal leave of absence must be provided in writing to the REM and approved by the REM.

A request for personal leave of absence by the REM must be requested in writing and approved by the board.

Each request will be considered on its individual merits and take into consideration the impact the leave will have on business operations.

Seniority, vacation, medical leave and similar benefits will not accrue during a personal leave of absence

The employee is responsible to pay benefit costs if they wish to continue benefit coverage during the leave of absence.

Return to Work

Personal Leave of Absence -BESC will make every reasonable effort to return an employee who has on a personal leave of absence to the same position or salary. However, reinstatement to the same position is not guaranteed, and salary may also vary according to position.

Legislated job protected leave – BESC will follow the return to work requirements provided by the legislation.

Related Documents and Legislation

- Alberta Adult Interdependent Relationships Act
- Alberta Elections Act
- Alberta Employment Standards Code
- Alberta Jury Act
- Canada Elections Act
- BESC Vacation Policy
- BESC General and BESC Holiday Policy
- Equitable Life of Canada Group Benefits Plan Policy #813077 Class A


Board Chair

2023 Dec 13
Date


Board Vice Chair

2023 Dec 13
Date