

TOWN OF STETTLER

Prepared by: Department Heads Number: II-7(k)
Adopted by: Town of Stettler Council Original Policy: 1989 08 05
Previous Policy: 1997 01 01
Current Policy: 2006 01 01
(in house)

Title: **Leave of Absence**

Purpose: To establish terms and conditions for granting a leave of absence to employees.

Policy Statement: An Employee shall be granted upon approval from their Supervisor, special leave at their basic rate of pay. The circumstances under which special leave is granted are as follows:

Bereavement Leave

An employee shall be granted up to five (5) consecutive days (excluding Saturdays and Sundays) leave without loss of wages in the case of death or serious illness of the employee's spouse, common law spouse, parent, child or spouse's child and three (3) consecutive days (excluding Saturdays and Sundays) leave without loss of wages in the case of death or serious illness of the employee's brother, sister, parent-in-law, sister or brother in-law, grandparent or grandchild. Such leave shall be granted where the Town Manager is satisfied that the request is a legitimate one. A further two (2) days leave with pay shall be granted by the Town Manager when the funeral is out of province.

Spouse is defined as current spouse (including common-law spouse and same gender partner).

When an employee qualifies for Bereavement leave during their period of vacation, there shall be no deduction from vacation credits for such absence. The vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the employee's option.

**LEAVE OF ABSENCE
PAGE 2**

Pallbearers Leave

One half (1/2) day leave with pay shall be granted to employees for the purpose of attending a funeral as a pallbearer. In cases of paid funeral leave other than pallbearers leave or leave as stipulated in the clause above, an employee shall submit such request in writing for approval by the Supervisor and such leave shall be one half (1/2) day with pay.

Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence without loss of seniority benefits to an employee who serves as a juror or witness in any Court. The Employer shall pay such an employee the difference between their normal earnings and the payment they receive for jury service or Court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a Court witness in any matter arising out of their employment shall be considered as time worked at the appropriate rate of pay.

General Leave

An employee shall be entitled to leave of absence without pay and without loss of seniority when the employee requests such leave for good and sufficient cause. Such request shall be in writing and approved by the Employer.

When an employee overstays their leave of absence without permission of the Town Manager, they shall automatically forfeit their position with the Town unless such overstay was justifiable in the opinion of the Town Manager.

Where operational requirements permit and with the approval of the Town Manager, leave without pay shall be granted to an employee. Leave of absence without pay should not exceed six (6) months. During this period, the employee's position will be maintained.

Compassionate Care Leave

An employee, upon request, shall be granted an unpaid leave of up to eight (8) weeks to care for a seriously ill family member. During the leave the employee will continue to accumulate all benefits and seniority. If the employee chooses to make contributions for the period of the leave to the pension or benefits plan, the employer will pay the employer's contributions for the same period. On return from leave the employee will be placed in their former position.

Attending Leave

An employee shall be eligible for one (1) day leave, with pay, for attending either the birth of the employee's child or to bring a newborn baby or adopted child to the employee's home. This article shall only apply when the event takes place on the employee's regular workday.