



# County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.3

Title Leave for Non Union Employees

## 1. Policy Statement:

- 1.1. Council understands the importance of personal time off for its employees. Employees are encouraged to use their accrued vacation time for rest, relaxation and personal pursuits.
- 1.2. Council also recognizes that circumstances may arise that require employees to be away from their duties.
- 1.3. Leave entitlements are set out in the Employment Standards Act, and Council strives to either meet or exceed these standards. Should policy contradict any legislation, legislation shall supersede.

## 2. Guidelines:

- 2.1. This Policy is written based on full time employees. Employees who are permanent part time will be pro-rated based on their FTE.
- 2.2. All leaves must be approved by the employees immediate Supervisor.
- 2.3. All leave is granted contingent upon operational requirements.
- 2.4. The CAO is authorized to negotiate, in extenuating or special circumstances all terms of this Policy with employees; with follow up reporting to Council.

## 3. Additional Pages:

- 3.1. Schedule "A" Vacation Leave
- 3.2. Schedule "B" Statutory & Other Holidays
- 3.3. Schedule "C" Bereavement Leave
- 3.4. Schedule "D" Sick Leave
- 3.5. Schedule "E" Family Related Illness
- 3.6. Schedule "F" Inclement Weather
- 3.7. Schedule "G" Maternity & Parental Leave (including supplementary unemployment benefit for maternity leave)
- 3.8. Schedule "H" Other Leaves

4. **Definitions:** are created and maintained in the Definition Index.

## 5. Related Documents:

- 5.1. Employment Standards Code

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## Schedule "A" Vacation Leave

1. Permanent full-time employees shall be entitled to an annual vacation with pay as follows:
  - 1.1 1 to 7 years of service – three (3) weeks
  - 1.2 8 to 14 years of service – four (4) weeks
  - 1.3 15 to 19 years of service – five (5) weeks
  - 1.4 20 years or more of service – six (6) weeks
2. One week is interpreted as five working days based on the number of hours outlined in an employee's letter of offer.
3. Banking of vacation must be approved by the CAO.
4. Unapproved banked vacation may be paid out at the discretion of the CAO.
5. New employees must work four months before any vacation is considered and then only one week would be granted, at the discretion of the CAO.
6. The CAO may designate a member of staff to co-ordinate and/or approve the vacation schedule of County employees.
7. Each Department is to coordinate a yearly vacation schedule to ensure adequate coverage of operations.
8. Full vacation entitlement in one continuous time period may not be approved if such an arrangement would if it is deemed to be detrimental to the County operations.
9. Should an employee agree to be called into work when requested during their approved vacation, the employee shall receive overtime or time off in lieu of time worked.
10. Employees shall submit their requests for vacation to their immediate supervisor, who will provide it to the CAO, or designate, for final approval.
11. An employee who starts employment before the 15th of the month will be credited for the full month accrual. If they start the 15th or later, they will be credited for a half month accrual.
12. Employees must take a minimum of two (2) weeks' vacation in a calendar year. The employee shall have the right to choose their period of vacation; however, if, in the opinion of the CAO, this interferes with the efficient operation of the department, shall give notice to the employee and request an alternate vacation period. In the event that the employee does not choose an alternate period acceptable to the CAO, the CAO has the authority to assign a vacation period to the employee.
13. Further to the above, should an employee not schedule regular vacation time, the CAO has the authority to assign a vacation period.

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## Schedule "B" Statutory & Other Holidays

1. Salaried employees shall receive the recognized statutory holidays with pay provided they are available for work in accordance with their regular hours of work preceding and following the designated day for observance of the holiday or on approved leave.
2. Hourly-rated employees shall, in lieu of statutory holidays, be paid holiday pay monthly.
3. Should an employee be required to work on a designated Statutory or other Holiday, the employee shall be allowed a day off in lieu of the statutory holiday at a time specified by the County.
4. Statutory and Other Holidays are as follows:
  - 4.1 New Year's Day
  - 4.2 Alberta Family Day
  - 4.3 Good Friday
  - 4.4 Victoria Day
  - 4.5 Canada Day
  - 4.6 Civic Holiday
  - 4.7 Labour Day
  - 4.8 Thanksgiving Day
  - 4.9 Remembrance Day
  - 4.10 Christmas Eve
  - 4.11 Christmas Day
  - 4.12 Boxing Day
5. When a proclaimed holiday falls on a day that is not a normal workday, the holiday will be taken on the next working day.
6. Notice of dates of Statutory and other Holidays will be provided in December of the preceding year.
7. The County recognizes that National Day for Truth and Reconciliation held on September 30 of each year is one of importance. County staff will have the opportunity to participate in training, workshops or events on September 30 in recognition of the National Day for Truth and Reconciliation with the goal of increasing understanding and building relationships with our Indigenous neighbours.

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## Schedule "C" Bereavement Leave

1. An employee shall be granted leave as follows:
  - 2.1 Up to a maximum of five (5) regularly scheduled workdays, without loss of pay at their regular rate of pay for the purpose of making arrangements for, or attending, a funeral when death occurs in an employee's immediate family which includes current spouse, common law spouse, child, or stepchild.
  - 2.2 Up to a maximum of three (3) regular scheduled workdays, without loss of pay at the regular rate of pay for the purpose of making arrangements for, or attending, a funeral when death occurs in an employee's immediate family which includes parent, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law and any relative who has been residing in the employee's household.
  - 2.3 One (1) regularly scheduled workday, for stepmother, stepfather, stepbrother or stepsister.
2. Where the burial occurs outside of the province, such leave may also include necessary traveling time, not to exceed two (2) calendar days.
3. Employees will inform their department or immediate supervisor.
4. Employees will enter their time upon return indicating the reason for leave.

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## Schedule "D" Sick Leave

1. Sick Leave is the period of time an employee is permitted to be absent with full pay due to sickness, disability, quarantine or accident not covered by Workers' Compensation or other compensation.
2. All permanent and probationary employees shall accrue the equivalent hours of two (2) days paid sick leave per month. A month shall consist of a minimum of twelve (12) working days.
3. Employees shall not be credited with or accumulate sick leave entitlement while on lay-off or while on a leave of absence. Sick leave entitlement shall continue to accrue if the employee is on paid leave.
4. An employee shall be paid sick leave only for the number of regular hours the employee would have worked had he/she not been on sick leave.
5. A deduction shall be made from accumulated sick leave of all hours, including medical/dental appointments and any other medical related appointments absent from work as a result of sickness as defined above.
6. Management may request the employee to submit a doctor's certificate certifying that the employee is unable to carry out his or her duties due to illness for the period covered by the sick leave application. In the event the employee fails to produce the requested medical certificate, management reserves the right to refuse leave with pay for the period or to deny the sick leave application.
7. All employees shall accrue unused sick leave to a maximum of the equivalent hours for ninety (90) days.
8. Management reserves the right to advance sick leave upon request.
9. Accumulated sick leave is not paid out at employment termination or retirement.
10. If an employee becomes sick while on vacation, they must use time as requested (vacation).

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## Schedule "E" Family Related Illness

1. Employees shall be eligible to utilize the equivalent hours for five (5) of their accumulated sick leave days for family related illness in any given calendar year for the following family members:
  - 1.1 Child or legal dependent as defined under the Income Tax Act
  - 1.2 Spouse or spousal equivalent
  - 1.3 Mother or mother-in-law
  - 1.4 Father or father-in-law
2. Any unused family related illness shall not be carried forward to the next calendar year.
3. Family related illness shall include medical and dental appointments, physiotherapy and other related therapies, and travel to and from such appointments.
4. Family Related Illness Leave shall be deducted from the accumulated sick leave credits.
5. Management may request medical certificates or other related documentation certifying such leave.

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## Schedule "F" Inclement Weather

1. Should a staff member believe road conditions prohibit safe travel and public schools are closed and/or travel advisories for roads are in effect, the employee may request leave to reduce the risk of travel.
2. Requests will be directed to the immediate supervisor who will, in conjunction with the CAO, determine the course of action regarding the request for leave and whether it will be provided with pay, without pay, annual vacation or time-in-lieu, and shall not unreasonably deny said request upon receipt of reasonable assurances that such leave is required.
3. Those employees designated as essential services shall not be entitled leave as described above in the event such leave would place the County or its residents at risk. Staff designated as essential services shall be provided with equipment and/or vehicles as required to minimize any danger from travel during inclement weather.

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## Schedule "G"

### Maternity & Parental Leave (including supplementary unemployment benefit for Maternity Leave)

#### 1. Maternity and Parental Leave

- 1.1 Birth mothers who have been employed by the County either full-time or part-time for at least 90 days may take up to 62 consecutive weeks of unpaid job-protected leave subject to the conditions of this policy. This leave can be up to 16 weeks of maternity leave and up to 46 weeks of parental leave and must be taken consecutively.
- 1.2 Birth mothers must take at least six weeks of leave after the birth for health reasons, unless:
  - 1.2.1 The County agrees to an early return to duties; and
  - 1.2.2 The employee provides a medical certificate stating the return will not endanger her health.
- 1.3 Birth and adoptive parents who have been employed by the County for at least 90 days may take up to 62 weeks of unpaid parental leave. Parental leave can be taken by:
  - 1.3.1 The birth mother, immediately following maternity leave,
  - 1.3.2 The other parent,
  - 1.3.3 Adoptive parents, or
  - 1.3.4 Both parents, shared between them.
- 1.4 Parental leave can start any time after the birth or adoption of a child but must be completed within 78 weeks of the date the baby is born or placed with parents.
- 1.5 Birth mothers, fathers and adoptive parents who have not been employed by the County either full-time or part-time for 90 days prior to maternity and/or parental leave will be granted a minimum of 6 weeks unpaid leave.
- 1.6 Additional maternity or parental leave may be granted at the discretion of the CAO.
- 1.7 As per Employment Standards Code, employees must provide their Supervisor with written notice at least six (6) weeks before starting maternity or parental leave. It is requested an employee notify their Supervisor of their maternity or parental leave requirements three (3) months in advance. Employees may be requested to provide a medical certificate issued by a physician or nurse practitioner at least six (6) weeks before starting maternity leave. The medical certificate must confirm pregnancy and estimated delivery date.

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1.8 Prior to a leave commencing, it is requested an employee provide their supervisor with the approximate date they plan to return to work. The employee must give the County written notice at least four (4) weeks before they:

1.8.1 Return to work; or

1.8.2 Will not be returning to work after their leave ends.

1.9 Where an employee fails to provide this notice or fails to report to work the day after the leave ends, the Supervisor may choose not to reinstate the employee if the failure is not the result of unforeseen or unpreventable circumstances.

## 2 Benefits during Leave:

2.1 If an employee chooses to continue contributions, the County agrees to pay its portion of the employee's extended health care (EHC) premiums (which includes Extended Health Care, Dental, Life, Disability, Accidental Death and Dismemberment) and Alberta Health Care (AHC) premiums while an employee is on maternity leave for a minimum of 6 weeks up to the period equal to the employee's accumulated sick leave to a maximum of 13 weeks.

2.2 For the remainder of the maternity leave and/or for parental leave an employee shall be eligible to continue their coverage for EHC and AHC provided the employee pays one hundred percent (100%) of the premiums.

2.3 If an employee is a member of the Local Authorities Pension Plan and purchases leave, the County will contribute its share of the pension for a maximum of 52 weeks for all combined leave of absences during the employee's term with the County. Once the County has contributed a maximum of 52 weeks (single or combined leave of absences), the employee will be responsible for both the employee and employer contributions. Note: As per LAPP, the County will continue to remit employee and employer contributions for the period equal to the employee's accumulated leave to a maximum of 13 weeks.

2.4 Employees on maternity leave will continue to accrue holidays and sick leave (if the employee normally would have accrued same) for a minimum of 6 weeks up to the period equal to the employee's accumulated leave to a maximum of 13 weeks.

## 3 Supplementary Employment Insurance (EI) Benefit for Maternity Leave

3.1 The purpose of the Supplementary Unemployment Benefit Plan for Maternity Leave is to provide assistance to the birth mother during the "health related" portion of her leave. The Supplementary Unemployment Plan assumes the first 6 weeks up to a maximum of 13 weeks after the birth of a child is intended to be "health related" where the woman's health condition meets the normal rules for being away from work because of health.

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- 3.2 In order to receive the EI supplement, the employee must have been employed by the County for 52 consecutive weeks prior to the maternity leave and apply and qualify for EI benefits.
- 3.3 The County agrees to supplement EI benefits received by the employee for the maternity leave up to the amount equal to the employee's normal weekly earnings falling within the EI entitlement period for a maximum of 13 consecutive weeks or for the period equal to the employee's accumulated sick leave, whichever is less.
- 3.4 The employee must also provide evidence to the County the EI benefits the employee has received or would receive for the 13 week maternity leave period. If an employee qualifies but does not receive any compensation due to another income, then the employee would be compensated based on the value they would have received once they qualify.
- 3.5 The employee shall not be entitled to any supplementation of EI benefits for any period during which the employee would not have worked before being on maternity leave. The County may suggest the employee apply for long term disability (LTD) benefits (if eligible) at least thirty (30) days in advance of their expected eligibility for such benefit. After ninety (90) consecutive days of disability no further salary, health premiums, or supplementation of EI benefits shall be payable by the County.

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## Schedule "H" Other Leaves

1. The CAO may also grant leave (paid or unpaid) for other leaves, including:
  - 1.1 Citizenship Ceremony Leave
  - 1.2 Critical Illness Leave
  - 1.3 Long-term Illness and Injury Leave
  - 1.4 Reservist Leave
  - 1.5 Compassionate Care Leave
  - 1.6 Death or Disappearance of a Child Leave
  - 1.7 Domestic Violence Leave
2. All aforementioned leaves will be as per Employment Standards.

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