

 <p>Town of CANMORE</p>	<h2>Council Policy</h2>
Policy Title:	Time Away from Work
Policy Number:	HR-007
Date in Effect:	June 27, 2017
Current as of:	July 6, 2021

POLICY STATEMENT

1. The Town of Canmore provides time away from work for a variety of reasons. The Town appreciates the work of all employees and wants employees to understand their eligibility for time away from work for personal, family, and other outside needs and obligations. 176-2021
2. At the same time, it is necessary to place reasonable limits on time away from work, and to ensure that all employees are treated fairly, and consistently in dealing with time away from work. 176-2021

PURPOSE

3. The purpose of this policy is to establish the types of time away from work to which Town employees are eligible. It does not refer to days of rest that are a normal part of an employee's weekly work schedule.
 - 3.1 This policy applies to all Town employees, except:
 - a) Those governed by a collective agreement;
 - b) Where an employment contract specifically outlines a contrary guideline. 176-2021
4. Should any part of this policy not meet at least the minimums required under current legislation, the legislation will prevail.

DEFINITIONS

5. "Employee" means any employee, supervisor, or manager. 176-2021
- 5.1 "Extraordinary circumstances" means unexpected events that occur outside of the control of the Town that cause disruption to the Town's ability to deliver services or interrupt a group of employees' ability to report to work. 184-2020
6. "Full Time equivalent (FTE)" means the ratio of an employee's regularly scheduled hours compared to that of the regular work week for that position.
7. "Immediate family member" means spouse, parent, child, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, and grandchild.

Policy approved by:



- 8. "Permanent part time employee" means any employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 0.6 FTE for that position.
- 9. "Regular work week" means the normal weekly work hours, where a week is Sunday to Saturday. For the purposes of this policy, the Town recognizes three regular workweeks:

35.0 hours	Administrative employees — typically office workers, supervisors, managers
37.5 hours	RCMP Clerks
40.0 hours	Operational employees — typically front-line workers

- 10. "Sick day" means paid time off for personal sickness, out-of-town medical appointments, or short-term care of an immediate family member who is ill.
- 11. *Repealed 176-2021*

VACATION

- 12. Permanent full-time employees and permanent part-time employees will be provided vacation time off with pay as follows:

a) Vacation Eligibility Grid

	Vacation Amount (Weeks) Per Calendar Year	
	Regular Plan	Manager/ Supervisor Plan
On your start date	3 weeks	4 weeks
On your 5th anniversary	4 weeks	5 weeks
On your 10th anniversary	5 weeks	6 weeks
On your 15th anniversary	6 weeks	7 weeks

13. *Repealed 176-2021*

14. *Repealed 176-2021*

15. With the HR Manager or designate's approval, a candidate for hire whose years of experience is both substantial and directly related to the position sought, may negotiate a starting annual vacation amount greater than that outlined under Section 6.

176-2021

16. *Repealed 176-2021*

17. Notwithstanding section 15, at no time will any employee be eligible for an annual vacation amount greater than the maximums outlined in section 6.

176-2021

18. *Repealed 176-2021*

Policy approved by: AN JB

SICK DAYS

- 19. Permanent full-time, permanent part-time, temporary full time, and temporary part-time employees are eligible for up to 12 paid sick days per calendar year. 176-2021
- 20. Sick days are only available in the year in which they are allocated, and do not carry over to subsequent calendar years. 176-2021

SHORT-TERM MEDICAL LEAVE

- 21. All Town employees are eligible for job-protected short-term medical leave in accordance with *Alberta Employment Standards Code and Regulation*. 176-2021

JOB-PROTECTED LEAVES

- 21.1 All employees are eligible for job-protected leaves equivalent to those specified in the *Alberta Employment Standards Code and Regulation* and in accordance with Alberta Human Rights Act unless otherwise specified below. 176-2021

OTHER LEAVES

- 22. *Repealed 176-2021*
- 23. *Repealed 176-2021*
- 23.1 In addition to all provincially regulated leaves, permanent full-time employees are eligible for the following:
 - a) Bereavement Leave
 - i. Permanent full-time employees are eligible for paid time off work equivalent to up to one regular work week for the purpose of grieving the loss of an immediate family member.
 - ii. In the event that an employee requires more time off to grieve, annual vacation or an unpaid leave may be granted at the discretion of the employee's manager.
 - b) Funeral Leave
 - i. Permanent full-time employees are eligible for paid time off work equivalent to up to one regular workday for the purpose of attending the funeral, or like ceremony, for a non-immediate family member or friend.
 - c) Parent's Leave
 - i. Permanent full-time employees are eligible for paid time off work equivalent to one regular work day for the purpose of attending the delivery of their new child, the release from hospital of their new child, or the arrival of their newly adopted child.

MATERNITY LEAVE AND PARENTAL LEAVE

- 24. *Repealed 176-2021*

Policy approved by:

JURY OR WITNESS DUTY

25. *Repealed 176-2021*

UNPAID PERSONAL LEAVE

26. In an effort to recognize the need of employees who require time off in addition to the types of leave identified in this policy, the Town may consider an unpaid personal leave of absence.

176-2021

27. *Repealed 176-2021*

EXTRAORDINARY CIRCUMSTANCES

28. In the event of extraordinary circumstances, the CAO may implement a temporary Corporate Directive for additional short-term paid time off and/or unpaid leave of absence. The Corporate Directive:

- a) Shall be for a defined period of time;
- b) May allow for up to a maximum two paid work weeks, based on an employee's regular and/or scheduled work week; and
- c) May include all employee statuses.

184-2020

RESPONSIBILITIES

29. *Repealed 176-2021*

30. It is the responsibility of the Manager of Human Resources or designate to:

- a) *Repealed 176-2021*
- b) Ensure this policy remains compliant with applicable legislation.

31. *Repealed 176-2021*

POLICY REVIEW

32. This policy will be reviewed by Council on or before July 30, 2021.

RELATED DOCUMENTS

- 33. Alberta Employment Standards Code and Regulation
- 34. Alberta Human Rights Act
- 35. Alberta Jury Act

176-2021

REPEALS POLICY: Vacation Policy 267-2014 and Leaves of Absence Policy 321-2011

Policy approved by: AT JB

AUTHORIZATION:


John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	208-2017	
Amended	2020-08-18	184-2020	Add Extraordinary Circumstances and reformat section numbers.
Amended	2021-07-06	176-2021	Alignment with provincial legislation and inclusion of sick days for additional employee classes.

Policy approved by: CH JB