

## TOWN OF SLAVE LAKE

### Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1024
Policy Title:	Employment Policy	Issue Date:	<b>OCT 15 2024</b>

## **1. PURPOSE**

1.1. The objective of this policy is to:

1.1.1. Encourage efficiency in the operation of the Town of Slave Lake.

1.1.2. Promote the morale, well-being, and security of the employees.

1.1.3. Ensure the provision of consistent standards and procedures regarding employee policy to retain and attract high-caliber employees.

1.1.4. Ensure that the employees of the Town of Slave Lake are given fair and equal treatment.

## **2. POLICY STATEMENT**

2.1. The Town of Slave Lake will provide a fair and equitable system for all positions and employees that can attract, retaining, developing, and motivating qualified employees for the Town. The Town will maintain and improve the conditions of employment between the Town and the employees.

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### **3. DEFINITIONS**

#### **3.1. Casual Employee:**

- 3.1.1. An employee hired full-time or part-time on an as-needed basis who is not a permanent employee.

#### **3.2. Chief Administrative Officer (CAO):**

- 3.2.1. The Town Manager for the Town of Slave Lake.

#### **3.3. Employee:**

- 3.3.1. Any individual employed by the Town of Slave Lake. For the purposes of CRS.HR-23.1024 - Employment Policy, "employee" does not include volunteer firefighters.

#### **3.4. Full-time Employee:**

- 3.4.1. An employee who is employed on a permanent basis and works 37 1/2 or 40 hours a week, based on the requirements of the position, on a regular basis.

#### **3.5. Immediate Family:**

- 3.5.1. The employee's (or the employee's partner's) parents, sisters, brothers, partner, children, grandparent, grandchild, guardian, or spouse (partner) of any of the foregoing.

#### **3.6. Immediate Supervisor:**

- 3.6.1. The person designated in the organizational chart to whom the employee is responsible.

#### **3.7. Part-time Employee:**

- 3.7.1. An employee who works less than 37 1/2 or 40 hours per week, based on the requirements of the position, on a regular basis.

#### **3.8. Permanent Employee:**

- 3.8.1. An employee who is employed on a permanent basis, be it full-time or part-time.

### 3.9. Senior Management:

3.9.1. Department Directors, Chief Administrative Officer (CAO) and any other personnel designated by the CAO.

### 3.10. Temporary Employee:

3.10.1. An employee who is in a position for a set period; be it full-time, part-time, or seasonal.

### 3.11. Town:

3.11.1. The Town of Slave Lake as duly incorporated in the Province of Alberta.

### 3.12. Partner:

3.12.1. A person to whom the employee is married or whose relationship with the employee is like marriage.

## **4. GUIDELINES**

### **4.1. Responsibilities - General**

#### 4.1.1. Directors:

4.1.1.1. Ensure all staff are aware of and in compliance with policy.

#### 4.1.2. Supervisors:

4.1.2.1. Assists the Director in supervisory duties including performance evaluations, application of this Policy, and understanding.

#### 4.1.3. Chief Administrative Officer (CAO)

4.1.3.1. Review the Compensation Policy every three years and revise it when necessary to ensure it meets the needs of the Town and complies with current legislation as a minimum. The CAO may exercise his/her discretion in the application of this Policy's provisions to accommodate special circumstances if/as required.

## **4.2. Section 1 – Benefits**

### **4.2.1. Definitions - Benefits**

#### **4.2.1.1. L.A.P.P.:**

4.2.1.1.1. Refers to the Local Authorities Pension Plan, which was established in 1962 as a defined benefit pension plan for employees of Local Authorities in Alberta. These include health authorities, cities, towns, villages, municipal districts, counties, colleges, school boards, and many other public sector organizations.

#### **4.2.1.2. Health Benefits:**

4.2.1.2.1. Includes, but is not limited to, Accidental Death and Dismemberment, Dental, Life Insurance, Short Term Disability (STD), and Long-Term Disability (LTD).

### **4.2.2. Responsibilities - Benefits**

#### **4.2.2.1. Payroll and Benefits Administrator**

4.2.2.1.1. Will be responsible for the management of the health care benefits package, including adding new employees to the program and ensuring that the employees understand the benefits provided. Ensures that the proper deductions are made and manages the L.A.P.P., Alberta Health Care programs and reporting.

### **4.2.3. General Guidelines - Benefits**

4.2.3.1. It is required that all permanent employees working a minimum of 37.5 hours a week for the Town of Slave Lake participate in the Town's benefits package and Sun Life Health Insurance package after completing his/her probationary period, except those identified in section 4.2.3.5.

4.2.3.2. All permanent employees working a minimum of 25 hours a week on a regular basis, but less than 37 1/2 hours a week, may choose to participate in the Town's benefit health plan and LAPP.



- 4.2.3.3. It is required that all permanent employees working a minimum of 30 hours per week participate in L.A.P.P. after their probationary period.
- 4.2.3.4. The Town of Slave Lake will pay for Alberta Health Care if applicable for all permanent, full-time, and part-time employees (who work a minimum of 25 hours a week) after successful completion of their probationary period.
- 4.2.3.5. Any full-time employee whose spouse has family coverage through their plan may opt out of the Town's health and dental benefits portion of the benefits upon hire date.
- 4.2.3.6. Options for participation in health plans are not flexible. Once an employee decides to participate, or not participate, changes will only be considered if there is a change in the employee's spouse's coverage.
- 4.2.3.7. The Town of Slave Lake will provide Dental and Extended Health insurance for those employees on Long Term Life Insurance (Disability) for up to 2 years or 24 months.
- 4.2.3.8. Benefits, and deductions for benefits, will commence on the first day of the pay period immediately following the employee's successful completion of the probationary period.
- 4.2.4. Policy Procedures – Benefits
  - 4.2.4.1. The offer letter and orientation session for new hires will inform the employee of the benefits available to the employee and the terms of these benefits. A copy of this documentation is retained in the employee's HR file and instructions are forwarded to Payroll and Benefits
  - 4.2.4.2. If an employee has any enquiries, they are to direct them to their immediate supervisor or Human Resources.
  - 4.2.4.3. Employees who qualify for benefits will be provided with contact information for the insurance providers and may contact these providers directly with respect to specific personal inquiries.

#### **4.3. Section 2 – Salary**

##### **4.3.1. Definitions - Salary**

###### **4.3.1.1. Acting Appointment:**

4.3.1.1.1. Where an employee is temporarily appointed to perform all or a sizable majority of the responsibilities of a position in a higher pay grid level. All acting appointments exceeding 5 working days must be made by the relevant Director and must be in writing with a copy to the individual's personnel file.

###### **4.3.1.2. Development Range:**

4.3.1.2.1. Extends from 6% below Step 1 up to pay grid Step 1 of the pay grid level and is normally used for compensating employees who do not possess the minimum qualifications for the position.

###### **4.3.1.3. Normal Entry:**

4.3.1.3.1. Begins at Pay Grid Step 1 and is the Step at which people possessing the required qualifications would normally start.

###### **4.3.1.4. Market Salary or Market Wage Adjustment:**

4.3.1.4.1. The amount by which the salary or wage range, or an employee's salary or wage, may be adjusted from time to time in response to external influences (market, economic, cost of living, skill-set supply and demand, etc.) and to permit the Town to recruit and retain qualified, competent staff.

###### **4.3.1.5. Performance Levels:**

4.3.1.5.1. The assessment of an employee's performance in relation to achieving defined objectives and fulfilling responsibilities as outlined in the job description; includes consideration of its qualitative and quantitative aspects. The rated levels of performance are outlined in the Town's Performance Review and Career Planning Policy.

###### **4.3.1.6. Probationary Level:**

4.3.1.6.1. The probationary period is defined in the Offer of Employment letter and is usually three months from the date of hire. The



Town of Slave Lake reserves the right to extend or modify an employee's probationary period.

**4.3.1.7. Promotion:**

4.3.1.7.1. An appointment to a position in a higher pay grid level.

**4.3.1.8. Red Circling:**

4.3.1.8.1. Salary above the normal maximum of Step 10 on the pay grade. This may occur when a position is reclassified downward, and the incumbent is approved to maintain the current compensation.

**4.3.1.9. Re-evaluation:**

4.3.1.9.1. The reallocation of a position to a different pay grid level.

**4.3.1.10. Salary Grid:**

4.3.1.10.1. A document setting out the Pay Grades and Salary Ranges, together with a listing of the classified positions to which the Salary Grid applies.

**4.3.1.11. Salary Range:**

4.3.1.11.1. The annual dollar value attached to a particular job at the Town of Slave Lake, expressed as the range minimum (the rate typical of entry or recruitment rates for similar jobs in the Town's reference market) and the range maximum (the rate typically paid for fully experienced, fully competent performance in similar jobs in the Town's reference market).

4.3.1.11.2. Should unique market conditions indicate that the market salary level differs substantially from salary ranges for other positions in the same Pay Grade, the CAO, may, at his/her discretion, adjust the salary range.

**4.3.1.12. Wage Range:**

4.3.1.12.1. The dollar value attached to a particular hourly-paid job, expressed as the minimum hourly rate, a series of intervening hourly-rate steps of equal percentage amounts, and the range maximum hourly rate (the rate typically paid for fully

experienced, fully competent performance in similar jobs in the Town's reference market).

4.3.1.12.2. Should unique market conditions indicate that the market wage level differs substantially from wage ranges for other positions in the same Pay Grade, the CAO, may, at his/her discretion, adjust the wage range.

#### 4.3.2. Responsibilities – Salary

##### 4.3.2.1. Town Council:

4.3.2.1.1. Determines overall budget parameters for employee compensation.

4.3.2.1.2. Approves staffing levels of the organization.

4.3.2.1.3. Approves principles underlying salary grid structure.

##### 4.3.2.2. Chief Administrative Officer (CAO):

4.3.2.2.1. Administer, review, and recommend revisions to the salary administration framework and policy guidelines.

4.3.2.2.2. Approve recommended salary adjustments for all employees.

4.3.2.2.3. Ensure that all employees and supervisors are notified of salary adjustments that may result from changes to the pay grid.

4.3.2.2.4. Review the salary grid annually and conduct a formal market salary survey every three years at a minimum or as required by market conditions; review and recommend revisions of the grid to the Town Council.

4.3.2.2.5. Has authority to adjust and/or change job descriptions and revise grid as necessary within the budget envelope.

##### 4.3.2.3. Payroll and Benefits:

4.3.2.3.1. Implement all approved salary adjustments.

##### 4.3.2.4. Human Resources:

4.3.2.4.1. Maintain all performance history information in the personnel files.

4.3.2.4.2. Ensure that all employees are advised of their individual compensation awards in writing and in a timely manner.

4.3.2.4.3. Ensure all approvals and documentation are in place.

4.3.2.4.4. Maintain all salary history information in the payroll files.

4.3.2.4.5. Make all salary grid adjustments in coordination with the Finance

department.

**4.3.2.5. Directors and Supervisors:**

- 4.3.2.5.1. Ensure compliance with all related policies and procedures in their respective departments.
- 4.3.2.5.2. Identify to Human Resources any issues related to recruitment or retention (i.e., salary).

**4.3.2.6. All Staff:**

- 4.3.2.6.1. Adhere to this Policy and use appropriate forms and procedures related to this Policy.

**4.3.3. Standards/ Guidelines – Salary**

- 4.3.3.1. Insofar as practicable, it is intended to establish a pay grid level for each position that meets the following conditions:

- 4.3.3.1.1. The regular minimum Step available to a supervisor will normally be higher than the regular maximum potentially payable to a subordinate. This does not apply when the market requires a higher wage for a subordinate position due to the competitive value of qualifications not required at the supervisory level.

- 4.3.3.1.2. Factors:

- 4.3.3.1.2.1. Education and training
- 4.3.3.1.2.2. Responsibility
- 4.3.3.1.2.3. Complexity
- 4.3.3.1.2.4. Working conditions
- 4.3.3.1.2.5. Experience
- 4.3.3.1.2.6. Market

- 4.3.3.1.3. Pay is deemed appropriate when related to other positions in the organization and in relation to the current rates in comparable municipalities.

**4.3.4. Policy Procedures – Salary**

**4.3.4.1. Salary Grid Structures:**

- 4.3.4.1.1. The Salary Grid Structure is a Grade Level with a range from Step 1 to Step 10, for each permanent/probationary position in

the Town of Slave Lake.

**4.3.4.1.2. Placement and movement on the grid are:**

**4.3.4.1.2.1. Development:**

4.3.4.1.2.1.1. A range from 6% below Grid Step 1 up to Grid Step 1, for those individuals who do not meet the minimum requirements for the position for which they are hired. The employee may remain at this level until they meet the necessary requirements for their position unless otherwise approved by the CAO for a higher placement.

**4.3.4.1.2.2. Regular, Permanent Appointments:**

4.3.4.1.2.2.1. The Step at which a qualified applicant would enter the grid.

4.3.4.1.2.2.2. Compensation normally begins at Grid Step 1 of the pay band. To recognize the market and qualifications (such as additional training and further related experience) well beyond those in the job description, the CAO may authorize placement higher than step one. For those who significantly exceed qualifications and will provide outstanding benefits to the organization, the CAO will recommend a starting wage at pay Grid Step 2 or higher.

**4.3.4.1.2.3. Annual Step Movement:**

4.3.4.1.2.3.1. The salary range provided from Grid Step 1 to 10 to support annual salary adjustments. Adjustments will be automatic, on their respective anniversaries, if the employee has a satisfactory or greater performance evaluation. There shall not be any salary increase for those having a less than satisfactory evaluation.

4.3.4.1.2.3.2. At no time can an employee be compensated at a salary level higher than Grid Step 10 of the pay grid unless he/she is red-circled.

4.3.4.1.2.3.3. Anniversary dates are those dates at which time the employee started their current position/job, which is not necessarily the starting date of employment with the Town of Slave Lake.

#### 4.3.4.2. Compensation Levels:

##### 4.3.4.2.1. Compensation for Internal Candidates:

4.3.4.2.1.1. An increase in responsibilities may be recognized by the appropriate Grid Step of the new pay band as per section 4.3.4.1.2.1 to 4.3.4.1.2.3 as above but no less than an increase equal to 5% of the employee's current compensation level, whichever is greater.

4.3.4.2.1.2. An increase in responsibilities can occur by hiring into a vacant position that involves greater work responsibilities than the employee's previous position.

##### 4.3.4.2.2. Lateral moves:

4.3.4.2.2.1. Where an internal candidate changes positions but the transfer does not result in an increase in responsibilities, there will be no change in the salary or Pay Grid placement.

##### 4.3.4.2.3. Salaries on Demotion:

4.3.4.2.3.1. When an employee moves to a job in a lower pay grid voluntarily, or due to unsatisfactory performance, his salary shall be determined by the appropriate Grid Step of the new pay band as per section 4.3.4.1.2. as above.

4.3.4.2.3.2. When an employee moves to a job in a lower pay grid involuntarily, the CAO shall, in consultation with the Director, determine the appropriate pay grid level the employee is to be placed in under the circumstances.

##### 4.3.4.2.4. Compensation for Acting Appointment:

4.3.4.2.4.1. Acting pay is set at the normal entry level Grid Step 1 of the new position and at least 5% above the employee's current rate of pay.



4.3.4.2.4.2. Acting pay is paid for the following positions when they are being filled by an appointed individual as "acting" for an extended vacancy, 5 or more days, such as position vacancy or extended medical leave of absence: (annual vacations are not normally considered an extended vacancy):

4.3.4.2.4.2.1. Senior Management positions.

4.3.4.2.4.2.2. All Supervisor positions.

4.3.4.2.4.2.3. Move-ups, where someone steps up to a position above their normal position, e.g., Accounting clerk to Senior Accounting Clerk.

**4.3.4.3. Performance:**

4.3.4.3.1. Under no circumstances will performance increases be authorized for employees whose achievements are evaluated as "Unsatisfactory", there will be no exceptions. Such employees will be immediately informed in writing that they will be reviewed again in three (3) months and unless results achieved show improvement, appropriate action, including demotion, transfer or dismissal, will be taken. If the pay grid shifts because of general adjustments, "Unsatisfactory" performers will not realize this gain. They will remain at the same salary until performance is at an acceptable standard.

**4.3.4.4. Salary Adjustment Within One Pay Grid:**

4.3.4.4.1. Adjustments to the Salary Grid to reflect changing market conditions and costs of living and are effective January 1st each year. (See Section 4.3.4.5.)

4.3.4.4.2. Adjustments to the percentage within a pay grid to reward performance achievements and improved skills, knowledge and job experience and are effective on the anniversary of the permanent appointment to the position, or at the end of probation period.

**4.3.4.5. Salary Surveys:**

4.3.4.5.1. Salary surveys of all permanent positions are conducted by Human Resources/Compensation and Benefits through the department head and reviewed by the CAO at least every three



years or as determined by the CAO.

4.3.4.5.2. The communities surveyed will include Towns of comparable size as per Comparative Survey policy that are as similar as possible in terms of growth and market.

4.3.4.5.3. Salary data collected represents salary ranges for benchmark positions (least likely to vary).

4.3.4.5.4. Each position is compared with the corresponding position in the other organizations participating in the salary survey to ensure that scope, authority, responsibilities, hours of work and employment conditions are comparable.

4.3.4.5.5. The data collected is then used to determine what will constitute an acceptable pay grid for Town positions. While the primary thrust of the survey is to collect salary information, benefits may also be surveyed at the same time to assess Slave Lake's benefits program and as the basis for any recommended changes.

4.3.4.5.6. The CAO shall submit overall grid movement to Town Council for decision.

4.3.4.5.7. Subsequent to all necessary wage changes being approved for positions, Human Resources will confirm same with a letter to the employee and a copy to his/her personnel file. Payroll and Benefits ensures that the individual's payroll record is adjusted accordingly.

#### **4.4. Section 3 – Overtime**

##### **4.4.1. Definitions – Overtime**

###### **4.4.1.1. Overtime:**

4.4.1.1.1. All that time authorized by the supervising personnel and worked by an employee more than his/her normal seven and one-half (7.5) hour day or thirty-seven and one-half (37.5) or forty (40) hour normal work week, exclusive of fifteen (15) minutes at the end of a work period, which is not paid.

4.4.1.1.2. Overtime for employees regularly working a four-day work week are those hours more than the ten (10) hours per day or forty

(40) hours per week.

4.4.1.1.3. Overtime for employees on a two-week work cycle are those hours more than the seven and one-half (7.5) or seventy-five (75) or eighty (80) hours for the two-week period.

4.4.1.1.4. For all work performed more than five (5) consecutive shifts, four (4) consecutive shifts for those employees on the ten (10) hour compressed work week, and ten (10) consecutive shifts for those employees on a two-week work cycle. If the consecutive days off cannot be granted, but staggered, then there is no overtime involved unless it immediately follows the final shift for that period.

4.4.1.2. Overtime prior to/ following:

4.4.1.2.1. Overtime may occur prior to or following an employee's normal hour day. This overtime will deem to have ceased at the start of his/her next regular working period.

4.4.1.3. On-Call Duty:

4.4.1.3.1. The words on-call duty shall be deemed to mean any period during which an employee is not on regular duty, the duration of which is not more than twenty-four (24) hours, during which the employee is on-call and will be accessible to respond within fifteen (15) minutes to any request to return to duty.

4.4.1.4. Regular On Call:

4.4.1.4.1. The regular "on-call" period shall be the period as designated by the supervising personnel.

4.4.1.5. Call Out Time:

4.4.1.5.1. When an employee is not on regular duty and is called out to a job, either when on-call or not, and the employee is performing a required duty that cannot wait until the employee's regular time of work.

4.4.1.6. Shift Differential:

4.4.1.6.1. Those hours worked during night apart from the regular working day. For example, 10pm to 6am, or 11pm to 7am, etc.

#### 4.4.1.7. Senior Management:

4.4.1.7.1. Department Directors, Chief Administrative Officer (CAO) and any other personnel designated by the CAO.

#### 4.4.2. Responsibilities – Overtime

##### 4.4.2.1. Payroll and Benefits Administrator:

4.4.2.1.1. Maintain the overtime records and assure that proper payment or time off in lieu is provided accordingly.

#### 4.4.3. Standards/ Guidelines – Overtime

4.4.3.1. There are no stipulated hours of work for Senior Management positions since the emphasis is upon achievement of results. Senior Management personnel are expected to work as many hours as are needed to fulfill their responsibilities, which may sometimes require hours considerably above those worked by other employees. Whenever possible, they are expected to work during regular office hours to be accessible to staff, the public, and Council.

4.4.3.2. Nothing in the foregoing should be interpreted as preventing the CAO from establishing specific hours of attendance for a management team member if:

4.4.3.2.1. a particular management team member attendance is perceived to be a problem, or

4.4.3.2.2. if a particular work requirement makes this appropriate.

4.4.3.3. Five (5) days leave with pay will be granted annually to Directors at their discretion, subject to notification of the C.A.O.

4.4.3.4. A signed time sheet is the only recognized record of hours worked, including overtime.

#### 4.4.4. Policy Procedures – Overtime

4.4.4.1. All overtime requires authorization in advance by the employee's supervisor.

4.4.4.2. Records shall be kept of all authorized overtime worked by each employee.

4.4.4.2.1. The employee will be reimbursed for overtime hours worked at the rate of one and one-half (1 1/2) times the number of hours worked on the employee's regular workdays and Saturdays.

4.4.4.2.2. When an employee is required to work on Sundays and/or Statutory Holidays, will be reimbursed for overtime hours worked at the rate of double time (2 times the employees' regular hourly rate), provided that the Sunday or the day of Statutory Holiday is not a regular workday for the employee.

4.4.4.2.3. An employee who is required to work overtime who has the option of when to work the overtime and chooses to work it on a Sunday or Statutory Holiday will be reimbursed for overtime hours worked at the rate of one and one-half (1 1/2) times the number of hours worked.

4.4.4.3. Time off in lieu: Overtime hours may be accumulated and used as time off in lieu. The respective Director shall coordinate department employees taking the appropriate time off in lieu. Employees will sign overtime agreements to bank their overtime hours, and time is taken in lieu of overtime pay on one and a half (1 1/2) hours off for each one hour of overtime worked. This agreement may be included in the employees' "Offer Letter" as appropriate. No employee shall have more than two (2) weeks off in lieu of any given year. Any time greater than two (2) weeks in lieu shall be paid out to the employee in the appropriate time frame of pay.

4.4.4.4. Directors have the right to establish dates/times when employees cannot use time off in lieu, where necessary. For example: to meet peak operational requirements, or to ensure appropriate staff levels are maintained.

4.4.4.5. Banked time may be taken at any period mutually agreed upon by the employee and his/her supervisor, using the Leave Request Form. Should the Director fail to either allow the necessary time off in lieu or instruct the employee to take necessary time off in lieu of the period allowed, then the employee will be reimbursed at the rate of one and one-half (1 1/2) times, or double time (2 times) the number of overtime hours worked as per section 4.4.4.2. above. A maximum of 80 hours' Time off in Lieu may be accumulated per calendar year.

If the employee is not able to take the time off in lieu of this or the following calendar year, the employee must be paid out.

4.4.4.6. The responsibility shall be that of the employee to take the necessary time off in lieu of the period allowed. If the employee does not take time off in lieu as permitted, the employee shall be paid their overtime pay.

4.4.4.7. Where the position does not require regular working hours be maintained, certain municipal employees may be subject to specific agreements that may exempt them from overtime privileges. We will, at a minimum, meet the requirements required by Employment Standards.

4.4.4.8. On Call Duty: All Operations Department employees shall be paid accordingly to the following schedule per day for on-call duty:

Weekday	\$30
Weekend	\$45
Stat Holiday	\$50

4.4.4.9. Call Outs: When an employee goes on a call-out, the employee will receive a minimum of two (2) hours of overtime pay (normally time and a half (1 1/2) unless on a Statutory Holiday, see subsection 4.4.4.1.2). If the employee receives a second call-out during the initial two (2) hours they will not receive an extra two (2) hour call-out pay but will receive the initial two (2) hours plus any extra hours worked beyond the two (2) hours.

4.4.4.10. The supervising personnel will attempt to ensure that an employee will not be placed "on-call" duty more than one weekend in every three (3) week period, unless mutually agreed upon by the supervising personnel and the employee.

4.4.4.11. All permanent employees are paid for designated Statutory Holidays. We will, at a minimum, meet the requirements of Employment Standards.

4.4.4.12. Employees who work on a Statutory Holiday

4.4.4.12.1. Shall be paid a time and a half for hours worked,

4.4.4.12.2. Shall also receive either one day's regular pay as "holiday pay",  
OR a day off in lieu of the holiday on a date mutually agreed



with his/her supervisor within the current calendar year of the holiday. If the employee receives a day off in lieu, it must be recorded on a Leave Request Form during the same payroll period as the holiday occurs.

4.4.4.13. Banked overtime shall be limited to a maximum of ten (10) working days. Any overtime accumulation exceeding 10 days must be paid out.

4.4.4.14. A record of overtime worked will be included with the regular submission of hours worked by the employee.

#### **4.5. Section 4 – Approved Employee Leave (Absence From Work)**

##### **4.5.1. Definitions – Approved Employee Leave**

###### **4.5.1.1. Leave Request Form:**

4.5.1.1.1. The form to be filled out and given to the Immediate Supervisor/Director for approval and scheduling.

###### **4.5.1.2. Approved Leave:**

4.5.1.2.1. Permanent Full-Time staff will qualify for approved leave, including:

- 4.5.1.2.1.1. General Holidays,
- 4.5.1.2.1.2. Vacation leave,
- 4.5.1.2.1.3. Bonus Holidays
- 4.5.1.2.1.4. Personal/Wellness leave,
- 4.5.1.2.1.5. Bereavement/Compassionate leave,
- 4.5.1.2.1.6. Court/Jury leave,
- 4.5.1.2.1.7. Maternity/Parental leave,
- 4.5.1.2.1.8. Worker's Compensation,
- 4.5.1.2.1.9. Special leave,
- 4.5.1.2.1.10. Time off in Lieu, and
- 4.5.1.2.1.11. Other,

4.5.1.2.2. The foregoing approved leave may be Paid or Unpaid as determined in this Policy.

###### **4.5.1.3. Bonus Holidays:**

4.5.1.3.1. Defined as the days consisting of up to three days during Christmas/Holiday season in addition to statutory holidays. The



designated dates will be established by CAO annually depending on when statutory holidays fall.

#### 4.5.2. Responsibilities – Approved Employee Leave

##### 4.5.2.1. Chief Administrative Officer:

- 4.5.2.1.1. Ensure the policy meets all legal and statutory requirements.
- 4.5.2.1.2. Ensure organizational compliance with the policy.
- 4.5.2.1.3. Cancel an employee's scheduled vacation due to an emergency of Town operations.
- 4.5.2.1.4. As designated in this policy, approve extensions or other special circumstances.
- 4.5.2.1.5. Designates Bonus Holidays annually and announce the dates through an inter-office memo.

##### 4.5.2.2. Human Resources:

- 4.5.2.2.1. Ensure that a copy of the request form, with approval, is placed in the employee's personnel file.

##### 4.5.2.3. Payroll and Benefits:

- 4.5.2.3.1. Maintain records of accumulated leave for all Town employees.
- 4.5.2.3.2. Ensure that all payments and financial benefits are provided to the employees accordingly.
- 4.5.2.3.3. Calculates Bonus Holidays entitlement and monitors Annual Vacation Bank.

##### 4.5.2.4. Directors:

- 4.5.2.4.1. Ensure that all employees in their department are adhering to the Policy and procedures.
- 4.5.2.4.2. Keep the CAO informed of special circumstances/approvals regarding this policy and consult with him/her when necessary.
- 4.5.2.4.3. Approve leaves accordingly as designated in this policy.
- 4.5.2.4.4. Ensure that all required leave forms and information of this policy are forwarded to the Director of Finance.

##### 4.5.2.5. Immediate Supervisor:

- 4.5.2.5.1. Ensure that all completed required leave forms and information of this policy are given to the Director to have filed in the

employee's personnel file.

4.5.2.5.2. Schedule the employee's vacation leave according to this policy and procedure.

4.5.2.6. Employees:

4.5.2.6.1. Adhere to this policy and procedure accordingly.

#### 4.5.3. Standards/ Guidelines – Approved Employee Leave

4.5.3.1. All requests for leave shall be submitted to the employee's immediate supervisor using the Leave Request Form.

4.5.3.2. If an employee has resigned, retired or been discharged and is re-employed, the employee is then deemed to be a new employee for the purpose of this policy and procedure.

4.5.3.3. The employee may continue with the benefits with the exception of pension (i.e. AHC, Sun Life, AD&D) during his/her leave of more than one month with approval from the CAO, and a method of payment jointly agreed upon by the employee and Human Resources / Payroll and Benefits

4.5.3.4. All types of leave will be recorded by the employee on their time sheet.

4.5.3.5. Accruals more than 10 days vacation shall be paid out at the rate in effect at the time it was accrued.

4.5.3.6. After his/her respective probationary period is completed, an employee is entitled to one day of personal/wellness leave for every month worked to a maximum of 12 days wellness leave days per year. Employees can carry over a maximum total of 200 banked wellness leave hours to the following year.

4.5.3.7. An employee shall not be allowed to utilize more than one leave for a given illness or situation without approval from the CAO.

#### 4.5.4. Policy Procedures – Approved Employee Leave

4.5.4.1. General Holidays:

4.5.4.1.1. The purpose of General Holidays is to provide the employee enjoyment of a day off with pay for those days listed in the Employment Standards Act and for those days traditionally offered to employees to recognize the significance of the designated event/celebration.

4.5.4.1.1.1. The following days shall be paid holidays, provided that the employee has been employed by the Town for a minimum of 30 calendar days prior to the paid holiday and the employee works the day before and after the holiday, as per the Employment Standards Act.

News Years Day	August Civic Day
Family Day	Labour Day
Good Friday	Truth and Reconciliation Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
	Boxing Day

4.5.4.1.1.2. When any of the above general holidays fall on a date that is not a working day, the next working day will be provided in lieu of the statutory holiday.

4.5.4.1.1.3. An exception will be made in section 4.5.4.1.1.2 if Christmas Day and/or Boxing Day fall on a Saturday or Sunday, and then the CAO will designate the day off in lieu.

4.5.4.1.1.4. Exception: An employee is not entitled to general holiday pay, if the employee does not work on a holiday when he/she is required or scheduled to work and/or the employee is absent from work without consent of the employer for the workday immediately preceding and/or the first workday following the general holiday.

4.5.4.1.2. Note: See Overtime Policy Procedures 4.4.4.12. for Statutory Holiday pay provisions.

#### 4.5.4.2. Annual Vacation:

4.5.4.2.1. The purpose of Annual Vacation is to provide the employee with earned rest and relaxation from work and serve as a benefit to

long term service employees. The Town of Slave Lake exceeds the requirements of the Employment Standards Code in appreciation of our employees' efforts towards providing excellent service to the Town of Slave Lake and to encourage employees to regard Municipal Government employment with the Town as a long-term career.

4.5.4.2.1.1. Permanent employees of the Town of Slave Lake shall be entitled to annual vacation pay.

4.5.4.2.1.2. A permanent full-time employee shall earn vacation time on an accrual factor per pay period based on the following. Vacation accrual is pro-rated for part-time permanent employees.

<u>Employment</u>	<u>Entitlement/Accrual Factor (Permanent FT)</u>	
0 to 5 years	3 weeks	0.058 per hours worked
After 5 years to 10 years	4 weeks	0.077 per hours worked
After 10 years to 15 years	5 weeks	0.096 per hours worked
After 15 years to 20 years	6 weeks	0.015 per hours worked
After 20+ years	7 weeks	0.135 per hours worked

(Example: 75-hour pay x 0.058 = 4.35 hours; 80-hour pay x 0.058 = 4.64 hours)

The anniversary date for vacation accruals is the date the employee assumed a permanent position with the Town of Slave Lake. The employee may only request a maximum of their accrued vacation entitlement.

4.5.4.2.1.3. An employee terminating his/her employment at any time in the vacation year before he/she has had their vacation shall be entitled to a proportionate payment of his/her salary or wages in lieu of such vacation. Vacation may not be requested by an employee during the "notice of departure period" and any prebooked vacation during the "notice of departure period" may be cancelled at the employer's discretion.

4.5.4.2.1.4. Vacation is normally not taken until it is accrued but senior management may approve up to one week in advance for extenuating circumstances. If the employee has been approved to use any vacation days prior to accumulating them, any amount owed to the Town will be accounted deducted from the final pay cheque.

Note: See 4.4.3.3. for additional leave entitlement for Senior Management.

4.5.4.2.1.5. An employee shall apply for his/her annual vacation leave as follows:

4.5.4.2.1.5.1. In one (1) continuous period,

4.5.4.2.1.5.2. In separate periods of not less than five (5) working days,

4.5.4.2.1.5.3. Up to five (5) single working days may be taken one (1) full day at a time.

4.5.4.2.1.6. Vacation entitlement must be taken within the following calendar year after the vacation entitlement is earned. An employee is permitted to carry over a maximum of one year's entitlement of vacation days (i.e., 15 days after one year of employment, 20 days after 5 years, etc.) to the next year, *providing the employee has taken the minimum vacation as required by the Employment Standards Act, as follows:*

4.5.4.2.1.6.1. Two (2) weeks after each of the first four years of employment and prior to the next anniversary date, or

4.5.4.2.1.6.2. Three (3) weeks after each of the fifth and subsequent years of employment, prior to the next anniversary date.

4.5.4.2.1.6.3. Any employee who, on Sept. 1st will have greater than one year's entitlement of vacation left on Dec. 31st at current accrual rates shall meet with his immediate supervisor to determine appropriate dates for taking the appropriate number of vacation days within the remainder of the year.

4.5.4.2.1.6.4. The immediate supervisor shall encourage;

4.5.4.2.1.6.5. and try to accommodate, the employee to take vacation time throughout the year. Vacation carry over should be discouraged. Impact on service levels is a consideration in approving vacation time. If the supervisor and the



employee are unable to agree on a mutually satisfactory date for the employee's annual vacation, the supervisor may establish a date by providing the employee written notice at least two (2) weeks prior to the start of the employee's annual vacation, and the employee must take the vacation at that time.

4.5.4.2.1.6.6. If there are no options for an employee to take vacation, remaining vacation time may be paid out, subject to the following:

4.5.4.2.1.6.6.1. This option requires CAO approval in all instances.

4.5.4.2.1.6.6.2. Payment in lieu of vacation may be made only for vacation entitlement more than two (2) weeks if the employee is employed for less than five (5) years or more than three (3) weeks where the employee is employed for five (5) or more years.

4.5.4.2.1.6.6.3. Payment will be made to the employee in December.

4.5.4.2.1.7. To provide an orderly system of vacations, the process for scheduling vacations each year will be as follows:

4.5.4.2.1.7.1. All vacation time must be authorized in advance. The employee must complete a Leave Request form and submit it to the immediate supervisor.

4.5.4.2.1.7.2. Employees must complete their probationary period before being entitled to any vacation.

4.5.4.2.1.7.3. Vacation requests should be submitted at least 90 days in advance for any peak vacation periods. Peak vacation periods shall include winter break (December/January), summer (June through September) and any other period so designated by the CAO. As requests for vacation come in, the supervisor will review and schedule them fairly, using his/her discretion, based on an orderly vacation schedule for the department and



will obtain final approval from the Director.

- 4.5.4.2.1.7.4. Any employee that does not submit his/her leave request at least 90 days in advance of peak periods, will only be allowed vacation during this time period if the immediate supervisor, after reviewing other employee's leave requests and departmental service levels and consulting with the director, consents to the late request.
- 4.5.4.2.1.7.5. Employees should submit all vacation requests, including for non-peak periods, as far in advance as possible.
- 4.5.4.2.1.7.6. After final approval of a vacation request by the Senior Manager, the supervisor will ensure the schedule is communicated as appropriate to the employees.
- 4.5.4.2.1.7.7. The employee shall be informed if a vacation request has been granted as soon as reasonably possible.
- 4.5.4.2.1.7.8. A supervisor reserves the right to refuse any vacation requests during busy periods (example, tax deadline, snow removal, etc.).
- 4.5.4.2.1.7.9. If an employee has not requested vacation, the Director may schedule the employee's vacation for dates appropriate to the Director by providing the employee written notice as far in advance as possible and at least two (2) weeks in advance of the scheduled vacation start date.

Vacation pay shall be paid to the employee on the next regularly scheduled pay day. This allows an employee's pay cheques to continue in an uninterrupted fashion.

- 4.5.4.2.1.7.10. If the Immediate Supervisor receives requests for changes or cancellations to the vacation schedule,

he/she may at his/her discretion accept these requests with approval from the Senior Manager and will inform the employee as soon as possible of whether the change is approved or disapproved.

4.5.4.2.1.7.11. On termination, an employee becomes entitled to payment of the accrued vacation entitlement, less any statutory deductions and/or agreements between the Town and the employee.

4.5.4.2.1.8. If an employee has a major illness, 3 or more days, during his/her vacation period, he/she has the option to request to the Director for Personal/Wellness days in lieu of vacation days. The Director will approve the request using his/her discretion based on the nature and extent of the illness. All such requests should be accompanied by a doctor's note relating to the illness. (The note must provide date seen and signify if not able to work.)

4.5.4.2.1.9. An employee who requires medical or dental appointments for himself/herself or his/her immediate family/dependants and/or an employee who is unable to make the appointments on his/her day off, shall be granted time off with pay, provided the employee informs his/her immediate supervisor as soon as he/she knows about the appointment and does not miss more than 2 hours of his/her shift. If the time exceeds 2 hours, the employee will record the time off as Personal/Wellness leave and provide written confirmation of the medical leave from the medical practitioner's office.

4.5.4.2.1.10. Personal/wellness leave is a discretionary benefit provided by the Town and as such, the Town does not pay out any amount for unused personal/wellness leave upon termination of an employee.

#### 4.5.4.3. Bonus Holidays:

4.5.4.3.1. Employees are not permitted to report to work on designated Bonus Holidays unless required to work. With this, employees cannot bank the hours rendered on those dates to their Annual Vacation Bank.



- 4.5.4.3.2. In the event an employee is required to work on the established Bonus holidays due to emergency or call of duty, the days rendered can be converted to "day off in lieu" and can be banked in the employee's Annual Vacation bank.
- 4.5.4.3.3. The banked Bonus Holidays can be used either in a continuous period or in separate periods in December (i.e. from December 15<sup>th</sup>) of the same year or January of the following year.
- 4.5.4.3.4. An employee cannot use the Bonus Holidays if an employee's day off falls on the designated Bonus Holidays.
- 4.5.4.3.5. Employees that are temporary and casual part-time are not eligible to use the Bonus Holidays.
- 4.5.4.3.6. Employees that required to work on designated Bonus Holidays should indicate in the time off column of their last pay period of November timesheet the number of hours and the type of leave as Annual Vacation.

#### 4.5.4.4. Personal/Wellness Leave Days

- 4.5.4.4.1. The purpose of Personal/Wellness Leave is to provide time for the permanent, full-time employees or his/her immediate family/dependents for restoration and/or maintenance of health that includes medical and dental appointments longer than two hours without the risk of losing pay or their job with the Town of Slave Lake.
  - 4.5.4.4.1.1. An employee qualifies for personal/wellness leave after successfully completing his/her probationary period. After the probationary period, personal/wellness leave accrues at a rate of 0.046 per hour worked in the pay period. (Example: for employees working 80 hours per pay period,  $80 \times 0.046 = 3.68$  hours per pay period; for employees working 75 hours per pay period,  $75 \times 0.046 = 3.45$  hours per pay period.)
  - 4.5.4.4.1.2. The Town allows the employee to carry over a maximum of 200 banked hours to each new calendar year, to avoid an employee becoming sick and not having accumulated

sufficient personal/wellness leave in the beginning of the year.

- 4.5.4.4.1.3. In the case of short-term casual illness or non-work-related injury, an employee will be provided with time off with pay by the Town of Slave Lake. Short-term casual illness is less than three days duration.

(Note: See CRS.HR-24.1003 Modified Work Policy, if applicable)

- 4.5.4.4.1.4. In the event of an illness or injury of greater than three days, the employee shall present a medical certificate to support the absence. A Director may require a medical certificate for an absence of three days or less at his/her discretion. All medical certificates shall include the date that the employee is expected to be able to return to work. Failure to provide a medical certificate will result in unpaid Personal/Wellness leave. All medical certificates will be attached to the employee's personnel file.

(Note: Medical certificates must be obtained at the time required as above and not post-recovery.)

- 4.5.4.4.1.5. The Benefit Plan includes Short Term and Long-Term Disability coverage. Employees who are hospitalized, or who are ill for more than 7 days may qualify. Contact your Payroll and Benefits or Human Resources for more information.

Note: Medical certificates must be provided that include a statement indicating when the employee is able to return to work.

- 4.5.4.4.1.6. Employees are to personally contact their immediate supervisor, or if unavailable their director, if possible, of their illness before the start of their workday, if customer can be affected, or within one hour from the commencement of their work shift. When the employee is unable to contact their immediate supervisor within the limited time specified, he/she shall do so as soon as possible and provide an explanation for the delay in advising.

4.5.4.4.1.7. It is the employee's obligation to keep the Supervisor/Director informed of his/her status of illness in a timely manner.

4.5.4.4.1.8. All personal/wellness days shall be recorded by the employee on his/her timesheets in allotments of on 1/2 day or one full day with the immediate supervisor and Director ensuring that they are recorded correctly.

4.5.4.4.1.9. An employee who requires medical or dental appointments for himself/herself or his/her immediate family/dependants and/or an employee who is unable to make the appointments on his/her day off, shall be granted time off with pay, provided the employee informs his/her immediate supervisor as soon as he/she knows about the appointment and does not miss more than 2 hours of his/her shift. If the time exceeds 2 hours, the employee will record the time off as Personal/Wellness leave and provide written confirmation of the medical leave from the medical practitioner's office.

4.5.4.4.1.10. Personal/wellness leave is a discretionary benefit provided by the Town and as such, the Town does not pay out any amount for unused personal/wellness leave upon termination of an employee.

#### 4.5.4.5. Bereavement/Compassionate Leave:

4.5.4.5.1. The purpose of Bereavement/Compassionate Leave is to provide a period for the employee to grieve for the deceased member of his/her immediate family and/or availability to support immediate family in their time of need (i.e. unplanned emergency or tragic event.)

4.5.4.5.2. At the Director's discretion, employees will be provided time for bereavement/compassionate leave with pay in the case of a death or in a time of need of a member of the employee's immediate family. Time extended for this leave will be up to 5 days in a year and approved by the Director.

4.5.4.5.3. At the Directors discretion, bereavement/compassionate leave with pay may be granted to the employee upon his/her request for leave for other relatives, guardians or friends based on the personal circumstances.



#### 4.5.4.6. Court/Jury Leave:

4.5.4.6.1. The purpose of Court/Jury Leave is to ensure that the employee is available when required by law to attend or be a member of a court/jury.

4.5.4.6.1.1. Special leave with pay shall be granted by the Director to an employee who is required to serve on a jury or by summons or subpoena to attend Court as a witness. Any compensation for wages paid by the Court or any other party shall be assigned back to the Town.

#### 4.5.4.7. Maternity/Parental/Birth-related leave:

4.5.4.7.1. The purpose of Maternity/Parental Leave is to give opportunity for the employee to give needed support and/or adjustment of the home routine on the occasion of the birth or adoption of their child.

##### 4.5.4.7.1.1. Maternity Leave:

4.5.4.7.1.1.1. Maternity Leave without pay shall be granted to a pregnant permanent employee who has been employed by the Town for a continuous period of at least 90 days.

4.5.4.7.1.1.2. Maternity Leave will be 16 weeks starting at any time during the 12 weeks immediately before the estimated date of delivery.

4.5.4.7.1.1.3. The employee shall give notice in writing to her Director of the day on which she intends to commence maternity leave, not less than six (6) weeks prior to the date upon which maternity leave is to commence, which shall be filed in the employee's personnel file. Such leave shall commence at any time up to three (3) months prior to the estimated date of delivery and shall include a period of at least six (6) weeks immediately following the actual date of delivery.

4.5.4.7.1.1.4. An employee who does not give prior notice of maternity leave before starting it may still receive



maternity leave if, within two (2) weeks after she ceases work, she provides her director with a medical certificate indicating that she is not able to work because of a medical condition arising from her pregnancy and giving the estimated or actual date of delivery.

4.5.4.7.1.1.5. If the employee elects to continue with the Town Benefits plan during her absence:

4.5.4.7.1.1.5.1. The Town will pay the "Employer" portion of the premiums for the medical related portion of the maternity leave (usually deemed to be six weeks commencing with the birth of the child unless medical certification is provided that indicates otherwise).

4.5.4.7.1.1.5.2. The Employee must pay the "Employee" portion of the premiums for the entire maternity leave and the "Employer" portion of the premiums for the voluntary (non-medical) portion of the maternity leave.

4.5.4.7.1.1.6. If during the 12 weeks immediately before the estimated date of delivery, the pregnancy of an employee interferes with the performance of her duties, the Director may give the employee written notice requiring her to start maternity leave.

4.5.4.7.1.1.7. The employee must provide written notice to her director stating her intention of returning to work from maternity leave, or the date of her resignation from employment with the Town, at least four (4) weeks prior to the end of her maternity leave. She is encouraged to give the notice in writing as soon as possible, in advance of four (4) weeks prior to the end of her maternity leave.

4.5.4.7.1.1.8. An employee returning from maternity leave within the approved period shall be given the same position, if available, or a comparable position at her former salary and benefits, providing proper notice of return is provided by the employee.

4.5.4.7.1.1.8.1. An employee taking maternity leave may buy back LAPP pension when she returns.

**4.5.4.7.1.2. Adoption Leave:**

4.5.4.7.1.2.1. Adoption leave without pay shall be granted by the Director to a permanent employee (male or female) who has been employed by the Town for a continuous period of at least 90 days and who is the adopting parent of a child under the age of eighteen (18) years old.

4.5.4.7.1.2.2. Adoption leave will be extended up to a maximum period of 37 weeks, within 52 weeks after the child is placed with the adoptive parent for the purpose of adoption.

4.5.4.7.1.2.3. The employee shall give notice in writing to his/her Director at least six (6) weeks before the employee can reasonably expect to first obtain custody of the child being adopted.

4.5.4.7.1.2.4. The employee shall give notice in writing to his/her Director stating the date that he/she will be returning to work from adoption leave, or the date he/she will resign from employment, at least four (4) weeks prior to the end of his/her adoption leave.

4.5.4.7.1.2.5. An employee returning from adoption leave within the approved period shall be given the same position, if available, or comparable position at his/her former salary and benefits, provided that proper notice of return is provided by the employee.

4.5.4.7.1.2.6. If the employee elects to continue with the Town Benefits plan during her absence, the Employee must pay the "Employee" and the "Employer portion of the premiums for the entire leave.

4.5.4.7.1.3. Parental Leave:

4.5.4.7.1.3.1. As determined and upon request by the employee, the Director will grant to a parent employee Parental Leave as stated in the Employment Standards Act.

4.5.4.7.1.3.2. In the case of an employee entitled to maternity leave under subsection 4.5.4.6. an employee may be granted parental leave without pay for a period of no more than 62 consecutive weeks immediately following the last day of maternity leave. The employee shall give written notice at least six (6) weeks prior to Parental Leave commencing.

4.5.4.7.1.3.3. A parent who has been employed by the Town for at least 90 consecutive days may be granted parental leave without pay for up to 62 consecutive weeks within 52 weeks after the child's birth. The employee shall give written notice at least six (6) weeks prior to commencing Parental Leave.

4.5.4.7.1.3.4. The employee shall give notice in writing to his/her Director stating the date that he/she will be returning to work from parental leave, or the date he/she will resign from employment, at least four (4) weeks prior to the end of his/her parental leave.

4.5.4.7.1.3.5. In the case that both parents work for the Town, the parental leave may be granted wholly to one of the employees or be shared by the employees. It will be at the discretion of the CAO if both employees may receive parental/maternity leave at the same time.

4.5.4.7.1.3.6. If the employee elects to continue with the Town Benefits plan during her absence, the Employee must pay the "Employee" and the "Employer" portion of the premiums for the entire leave.

#### 4.5.4.8. Worker's Compensation Leave:

4.5.4.8.1. For an employee who sustains injury in the performance of his or her duties as an employee of the Town of Slave Lake that qualifies for Worker's Compensation Board (WCB) leave:

4.5.4.8.1.1. WCB pays the employee directly (and the Town does not pay the employee); the employee will not have to pay EI or tax on this type of payment but will receive WCB's percentage of salary only and will have to wait for WCB to pay him or her directly,

4.5.4.8.1.2. Where the employee can continue working, or return to work with modified duties, see CRS.HR-24.1003 Modified Work Policy,

4.5.4.8.1.3. Where the employee can return to partial hours, the Town will pay the employee for the hours worked and the employee will work with WCB so that WCB pays the employee directly for the difference between the hours worked and that employee's usual work hours in accordance with the terms and conditions of WCB.

#### 4.5.4.9. Special Leave:

4.5.4.9.1. The purpose of Special Leave is to provide the employee the time necessary to deal with a serious illness in the immediate family (i.e. an illness that is life-threatening or potentially permanently debilitating) or to attend major medical appointments for family members. A medical note may be required. Personal days are provided to the employees to meet this need. For medical leave to attend a family member, the days may be deducted from the employee's Personal/Wellness bank.

4.5.4.9.2. An employee who requires time off from work may be granted special leave up to a maximum of five (5) working days in a year without loss of pay upon approval of the CAO. The circumstances under which special leave may be approved are subject to

subsection 4.5.4.9.2.6 below:

- 4.5.4.9.2.1. Illness within the immediate family (non-cumulative)
- 4.5.4.9.2.2. Travel time for illness with the immediate family
- 4.5.4.9.2.3. Administration of estate (employee only)
- 4.5.4.9.2.4. Disaster conditions
- 4.5.4.9.2.5. Attend formal hearing to become a Canadian Citizen (employee only)

4.5.4.9.2.6. For the purposes of determining eligibility for special leave, the following provisions apply:

- 4.5.4.9.2.6.1. An employee who requires time off work will be granted leave with pay for a period of up to 5 working days, plus allowable travel time, if there is an illness in his/her immediate family. The leave of absence may include taking the person to a medical, dental, optical, or other such appointments where there is no other family member available to take the person to an appointment.
- 4.5.4.9.2.6.2. Travel time for illness within the immediate family means travel where long distances or travel from isolated areas are involved.
- 4.5.4.9.2.6.3. Administration of estate will apply only when the employee has been designated as an executor or administrator of the estate.
- 4.5.4.9.2.6.4. Disaster conditions will apply for a critical condition which requires an employee's personal attention in a disaster (e.g., flood, fire, tornado) which cannot be served by others or attended to by the employee at a time when he/she is normally off duty.

4.5.4.10. Time Off in Lieu (TOIL):

- 4.5.4.10.1. Accumulated Overtime may be requested as Time off in Lieu of payment. (See section 3, Overtime for how overtime is accumulated.)



4.5.4.10.2. The employee must complete a leave request form in advance and obtain approval.

4.5.4.10.3. The supervisor will consider the reason for the request, other absences in the department, and operational factors such as peak periods when deciding whether to approve the request.

4.5.4.10.4. The employee will be advised if his/her leave request is approved as soon as reasonably possible.

**4.5.4.11. Other leaves of Absence Without Pay:**

4.5.4.11.1. Upon request by the employee, a leave of absence without pay to a maximum of six (6) months may be granted to an employee upon the discretion of the Director and the final approval of the CAO. At the CAO's discretion, education leave without pay may be granted to any employee for a school term. Merits for these requests and the decision will be put in writing by the Town including any terms and conditions of leave. (i.e. notice of return, payment of benefits, assurance of former position)

4.5.4.11.2. An employee may be granted additional time off work without pay to care for seriously ill and/or dying family members, subject to approval by the CAO. Benefits may be available to the employee for up to eight weeks through the Employment Insurance Act.

## **5. CONTRAVENTIONS OF THE POLICY**

5.1. Employees in contravention of this policy may be subject to disciplinary action up to termination.

## **6. REVIEW AND POLICY**

6.1. This policy will be reviewed from time to time to ensure relevancy.

## **7. RELATED POLICIES**

7.1. CRS.HR-23.1023 – Employee Orientation Policy

7.2. CRS.HR-23.1017 – Performance Review and Career Planning Policy

7.3. CRS.HR-23.1023 – Hiring Policy

**8. APPROVAL AND REVISION CONTROL**

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024/10/15

## Appendix 1: Expense Claim Form



Expense Claim Form

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

TIME/DAY DEPARTED: \_\_\_\_\_

TIME/DAY RETURNED: \_\_\_\_\_

EXPENSE CLAIM	Subtotal Amount	GST	Total
Gas receipts	\$ _____	\$ _____	\$ _____
OR			
Mileage \$0.70/km personal vehicle (only if TOSL vehicle unavailable)	\$ _____	\$ _____	\$ _____
\$0.35/km if town vehicle	\$ _____	\$ _____	\$ _____
HOTEL receipts	\$ _____	\$ _____	\$ _____
MEALS			
Per Diem __ days = (\$65 + GST/day)	\$ _____	\$ _____	\$ _____
OTHER	\$ _____	\$ _____	\$ _____
TOTAL CLAIM	\$ _____	\$ _____	\$ _____

EXPENSE CODE: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor