

Policy 417: Twelve Month Employees Annual and Other Leaves of Absence

Effective Date: October 5, 2015

Revisions: August 31, 2021

Policy Statement

Peigan Board of Education recognizes that it is important to the continued well-being of employees that leave of absence from work is necessary.

Leaves and Regulations

1. Annual Leave

- 1.1. Annual leave entitlement for twelve (12) month employees shall be accrued as follows:
 - 1.1.1. Zero to two years of service – 10 days or 4%;
 - 1.1.2. Three to five years of service – 15 days or 6%;
 - 1.1.3. Six to ten years of service – 20 days or 8%;
 - 1.1.4. Eleven plus years of service – 25 days or 10%
- 1.2. Employees become eligible for annual leave upon completion of their probationary period(s) of employment with Peigan Board of Education.
- 1.3. A written request for annual leave will be submitted to the employee's supervisor for approval prior to the requested date of leave. Annual leave will be allowed at any time of year provided the employee's absence does not interfere with the operations of the Peigan Board of Education.
- 1.4. Managers must ensure they appoint a designate for their department while on annual leave.
- 1.5. Employees shall make every effort to ensure annual leave days are not carried over into future years.
- 1.6. If a statutory holiday occurs during an employee's annual leave, that day shall not be deducted from their annual leave balance.
- 1.7. An employee who sustains a serious injury or illness for a period of five days or more, may request to terminate their annual leave and use his/her available sick leave credits instead. In such a case, a proof of illness/medical note is required.
- 1.8. Any unused annual leave will be calculated upon termination of employment and will be paid to the employee along with their final pay cheque.
- 1.9. Any employee who ceases employment before completing five calendar days of employment is not entitled to annual leave pay.
- 1.10. For the purposes of proper financial and staff management the Superintendent shall establish an annual leave calendar.
- 1.11. Annual leave entitlement shall be paid out every pay period for all part-time and casual employees.

2. Sick Leave

- 2.1. Sick leave credits accumulate at 1.25 days per month per calendar year.
- 2.2. Sick leave can be used for illness or medical appointments.

- 2.3. An employee must advise his/her immediate supervisor when he/she will be absent from work due to sickness and ensure that the immediate supervisor is aware of the length of time he/she is expected to be absent.
 - 2.4. A doctor's note is required for absences of three days or longer.
 - 2.5. Annual leave continues to accrue during the time for which the Employee is on paid sick leave.
 - 2.6. If a statutory holiday occurs during an employee's sick leave, that day shall not be deducted from an employee's sick leave balance.
 - 2.7. If an employee works for pay elsewhere during a period of sickness or disability, he/she will be deemed to have resigned their employment with the Peigan Board of Education.
 - 2.8. Sick leave will not be paid out upon resignation, retirement, or termination of employment.
 - 2.9. Employees working less than full time will have their rate of accumulation adjusted accordingly.
 - 2.10. A maximum of five (5) sick leave days will be carried forward to the new calendar year.
3. Severe Weather
 - 3.1. The Peigan Board of Education Administration Office shall remain open, if possible, during adverse weather conditions. Employees are expected to make all practical efforts to report for work, or be available during normal work hours.
 - 3.2. If an employee cannot report for work due to poor road conditions resulting from severe weather they shall inform their supervisor as soon as possible. It will be at the discretion of the Superintendent whether the employee will receive a paid leave of absence on a case by case basis.
4. Maternity/Parental/Adoption Leave
 - 4.1. An employee who has been employed by PBOE for at least 90 days shall be granted leave without pay for maternity reasons in accordance with labour legislation.
 - 4.2. The employee shall give as much notice as possible but at least one month prior to commencement of this leave.
 - 4.3. This type of leave shall conform to the provisions of labour legislation and the full period of the leave is granted without pay.
 - 4.4. Peigan Board of Education will issue a Record of Employment on commencement of leave to allow for the employee to begin the claim process for Employment Insurance benefits.
 - 4.5. When the employee returns to work, employment is guaranteed in a similar position at the same rate of pay. Leave does not affect employee seniority as it pertains to annual leave and sick leave entitlements.
 - 4.6. During the period of leave the employee has the option to continue to retain coverage of the group Pension and Health plans provided they prepay the total contribution at the onset of the leave. Peigan Board of Education will continue to make the employer portion contribution after evidence of an employee contribution has been made.

5. Compassionate Leave

5.1. Employees shall be entitled to a temporary leave of absence with pay for not more than a total of five working days per year for the purpose of attending the sick bed of critically ill (life threatening or potentially life threatening) immediate family member.

5.1.1. Provide a certificate/letter from a medical doctor stating the family member is critically ill with a significant risk of death occurring.

5.2. An employee is entitled to a leave of absence without pay of up to eight weeks to provide care or support to a family member defined as spouse, child, parent, grandparent, son-in-law, daughter-in-law, grandchild, brother, sister, parent or grandparent of spouse. To qualify an employee must:

5.2.1. Provide a certificate/letter from a medical doctor stating the family member is critically ill with a significant risk of death occurring.

5.2.2. A Record of Employment on commencement of leave to allow for the employee to begin the claim process for Employment Insurance benefits. Leave does not affect employee seniority as it pertains to annual leave and sick leave entitlements

6. Court or Jury duty Leave

6.1. Absence for participation in judicial proceeding as a witness, juror or candidate in a jury selection process must be reported to the immediate supervisor with a copy of supporting documentation.

6.2. Jury duty recognized as leave with pay.

7. Spiritual Leave

7.1. Employees practicing religions with sacred days of observance other than those listed under the Policy 420 – Statutory and Public Holidays will be given time off without pay or they may take annual leave time for spiritual/religious traditions.

7.2. Employees who wish to take spiritual leave must notify their supervisor in writing at least two weeks prior to the date the leave is scheduled to begin.

8. Bereavement Leave

8.1. Employees shall be entitled to bereavement leave with pay for not more than five working days in the event of a death of an immediate family member. (See appendix definition)

9. Personal Leave

9.1. If you have 3 consecutive months of continuous employment with PBOE employees shall be entitled to three paid personal days per calendar year to:

9.1.1. Treat an injury or illness;

9.1.2. Take care of health obligations for any member of family or care for them;

9.1.3. Take care of obligations related to the education of any family member under age 18;

9.1.4. Manage any urgent situation that concerns you or a family member;

9.1.5. Attend your citizenship ceremony under the Citizenship Act;

9.1.6. Manage any other situation prescribed by regulation.

9.2. Unused personal days shall not be carried forward.