



## MD OF PINCHER CREEK NO. 9

### HUMAN RESOURCE POLICY

C-HR-002

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#### TITLE: LEAVE WITH AND WITHOUT PAY

*Approved by Council*

Date: January 14, 2025

*Approved by Council*

Date: September 13, 2023

*Approved by Council*

Date: September 13, 2022

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Date: October 12, 2021

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***Policy Applies to ALL Non-Union Employees***

#### **PURPOSE OF POLICY**

The purpose of this policy is to identify leave with and without pay to the Municipal District of Pincher Creek No. 9 employees.

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#### **POLICY STATEMENT**

1. The MD of Pincher Creek No. 9 will provide Municipal District of Pincher Creek No. 9 employees with paid leave in the form of annual vacation, general holidays, sick time, standard days off, bereavement, volunteer, and other leave.

#### **DEFINITIONS**

2. For this policy, the following definitions shall apply:
  - a. “MD” shall mean and refer to the Municipal District of Pincher Creek No. 9.
  - b. “SDO” shall mean and refer to a standard day off.
  - c. “Return to Work Prognosis” shall mean the date the employee is expected to return to work, whether it will be a gradual, or full, return to work basis. It is not the same as a clinical or medical prognosis of a disease or condition. Supervisors do not need the medical prognosis, but they do need the return to work prognosis.

#### **PRINCIPLES**

3. The MD shall provide “Leave with Pay” that meets or exceeds Alberta employment standards.

#### **GENERAL GUIDELINES**

4. The MD may deny requests for leave due to operational reasons.
5. Upon separation of employment, any entitled leave will be pro-rated and paid out as set out in Alberta employment standards.
6. Human Resources retains the sole right to apply entitlements as per this policy.

7. The Director of Corporate Services retains the authority to provide exceptions under extenuating circumstances with the additional approval of the CAO.
8. In the absence of addressing an issue, Human Resources will apply the Alberta employment standard.

## **LEAVE WITH AND WITHOUT PAY**

### **9. Annual Vacation**

**Purpose:** The MD shall provide an annual vacation to all eligible employees, per Alberta employment standards, to ensure employees can rest from work without loss of income.

#### **Regulations:**

- Employees shall take their entitled vacation in the year in which it is earned unless the employee has submitted a vacation carry forward request form and has received the appropriate approval.
- If the MD and employee can't agree on a set time for an employee's vacation, the MD may determine when the vacation is used.

#### **Entitlement:**

- An employee who has completed less than two (2) years of working service shall be entitled to ten (10) working days' of annual vacation.
- An employee who has completed two (2) years of working service shall be entitled to fifteen (15) working days' of annual vacation.
- An employee who has completed eight (8) years of working service shall be entitled to twenty (20) working days of annual vacation.
- An employee who has completed fifteen (15) years of working service shall be entitled to twenty-five (25) working days of annual vacation.
- Any MD employee who is on salary and exempt from overtime pay and conventional accrual of banked time may be eligible to receive one (1) additional week of vacation.

### **10. General Holiday**

**Purpose:** The MD shall provide general holiday pay to all eligible employees per Alberta employment standards.

**Regulations:** MD employees shall not work on a General Holiday unless an emergency is present. Time will be paid according to Alberta employment standards.

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**Entitlement:** The following shall be considered paid General Holidays:

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Eve Day (Unless it falls on the weekend)
- Christmas Day
- Boxing Day

## 11. Christmas Office Closure

**Purpose:** The MD shall implement an annual Christmas Office Closure.

**Regulations:** The annual Christmas Office Closure shall occur between Christmas and New Year as determined by Human Resources and set out in the annual payroll calendar.

**Entitlement:**

- Employees must use their balance of vacation, time in lieu, and/or other leaves for the Christmas Office Closure.
- Employees who do not have any vacation, time in lieu, and/or other banked time shall be entitled to the annual Christmas Office Closure with no loss in pay.
- Employees required to work a regular day during the Christmas Office Closure for operational requirements are deemed to be at regular pay with no further entitlement from the MD.

## 12. Sick Time

**Purpose:** The MD shall provide annual sick days to all eligible employees per Alberta employment standards.

**Regulations:** Sick days do not carry over, accrue, or get paid out. An employee is not entitled to any unused sick time in any form.

**Entitlement:** Employees shall receive the hour equivalent of ten of their standard days worked, up to a maximum of 80 hours to utilize within a 12-month calendar period for when an employee is unfit for work due to illness or physical injury.

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### 13. Standard Day Off (SDO)

**Purpose:** The MD shall provide SDOs to eligible employees.

**Regulations:**

- SDOs shall be taken in either full-day or two half-day increments.
- SDOs do not carry over, accrue, or get paid out. An employee is not entitled to any unused SDOs in any form.

**Entitlement:** Employees shall receive the hour equivalent of their standard day worked, up to a maximum of 8 hours per month. The balance does not accrue from month to month.

### 14. Bereavement

**Purpose:** The MD shall provide bereavement to all eligible employees per Alberta employment standards.

**Regulations:** Bereavement leave may be taken after the death of an immediate or extended family member.

**Entitlement:** Employees are entitled to three (3) days of bereavement leave per year. Additional bereavement may be authorized by the Director of Corporate Services or CAO to a maximum of 10 days per calendar year.

### 15. Volunteer Leave

**Purpose:** The MD shall provide paid volunteer leave to any MD employee to encourage good citizenship.

**Regulations:** Volunteer leave may be taken to volunteer for a community organization or community event within regular MD operating hours.

**Entitlement:** Employees shall receive the hour equivalent of two standard days worked, up to a maximum of 16 hours per year. Overtime pay and accrual of banked time are not eligible under volunteer leave.

### 16. Short-Term Illness Leave

**Purpose:** The MD shall provide Short Term Illness Leave to any MD employee who is unable to work as a result of an illness or accident not caused by work.

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**Regulations:** Short Term Illness Leave shall be greater than 8 days, but not extend past 21 weeks (105 days). Employees on Short Term Illness Leave are obligated to: submit a medical prognosis to the employer when asked; remain under the care of a medical doctor and fully participate in any treatment they recommend; participate and cooperate with the MD on a return to work plan; not be engaged in any work for a profit. A medical prognosis may be issued by a nurse practitioner or physician. The medical prognosis must be provided to the MD before the leave begins. If the employee is unable to do so, the medical prognosis must be provided as soon as reasonable.

In the event medical documentation is not provided, or deemed insufficient by the MD, or the employee fails to meet their obligations, the MD reserves the right to suspend or deny payment of Short Term Illness leave. Intentional abuse of this policy or unauthorized absences will lead to disciplinary action up to and including termination.

**Entitlement:** Employees shall be entitled to 100% of their salary for the first 16 weeks (80 days) while on Short Term Illness Leave. Employees shall then be entitled to 75% of their salary for the remainder of their Short Term Illness Leave.

## 17. Maternity Leave

**Purpose:** The MD shall provide Maternity Leave to any MD employee who becomes a birth mother.

**Regulations:** The employee must have 6 months of continuous employment before starting a maternity leave. The employee shall when possible, give the MD 12 weeks' written notice of their intention to take maternity leave. The employee must provide proof that they have applied for and are receiving maternity benefits under Employment Insurance.

**Entitlement:** Employees shall be entitled to a salary top-up of Employment Insurance for the first 16 weeks (80 days) while on Maternity Leave. The MD will pay its portion of the MD's benefit plan premiums for the 16 weeks. The remainder of the maternity leave shall be without pay and MD contribution to premiums. Subject to the terms and conditions of the benefits insurance carrier policies, employees may prepay benefit premiums during the duration of the leave.

## 18. Parental Bonding Leave

**Purpose:** *The MD shall provide Parental Bonding Leave to any MD employee who becomes a parent of a newborn or newly adopted child, other than a birth mother.*

**Regulations:** *Parental Bonding Leave must be taken within the first six months of becoming a parent of a newborn or newly adopted child.*

**Entitlement:** *Employees shall receive the hour equivalent of five standard days worked, up to a maximum of 40 hours. Overtime pay and accrual of banked time are not eligible under Parental Bonding Leave.*

## 19. Other Paid or Non-Paid Leave

**Purpose:** The MD shall provide Other Paid or Non-Paid Leave as set out in Alberta employment standards.

**Regulations:** Any Other Paid or Non-Paid Leave may be authorized by the Director of Corporate Services and CAO in writing where the arrangement will not bring any harm against the MD.

**Entitlement:** N/A



**Rick Lemire**  
Reeve



**Roland Milligan**  
Chief Administrative Officer