

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	<b>LEAVES</b>	Revised Date:	Sept 21, 2019
			Sec 1, 1L Appendix F
		Reviewed:	July 10, 2019

**LEAVES**

Employees are eligible for current (excluding reservists leave) and new leaves after 90 days.

1. Jury Duty/Subpoenas
2. When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any daily allowance received by the employee is paid to NLLS.
3. Unprotected Leaves Without Pay (any leaves not covered in Appendix F)
  - a. Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause so long as the time requested does not exceed twenty (20) working days. Otherwise, a written request must be submitted to the Executive Director. It is understood that all vacation entitlement will be used prior to any leave without pay being granted and that satisfactory arrangements can be made for the performance of the employee's duties during such absence.
  - b. Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.
4. Bereavement Leave
  - a. The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.

- b. Bereavement leave with pay up to and including three (3) regularly scheduled consecutive work days shall be granted to all permanent and non-permanent employees who are required to carry out responsibilities incurred by the death of the employee's immediate family.
- c. The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to the death of an immediate family member.
  - i. Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of ½ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.
- d. A member of the immediate family is defined as:
  - i. A mother, father, mother-in-law, father-in-law,
  - ii. A brother, sister, brother-in-law, sister-in-law,
  - iii. A spouse or common-law spouse, including same sex partner
  - iv. A child, step-child or foster child
  - v. A grandparent or grandchild,
  - vi. A relative who is a member of the employee's household.
- e. Bereavement leave for any person not mentioned above may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.

5. Appendix F –Protected Leaves

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NLLS Executive Board Chair

Sept 21, 2019  
Date of Approval

## APPENDIX F – Protected Leaves



Northern Lights Library System

Human Resources Department

5615- 48 St, Postal Bag 8

Elk Point, AB T0A 1A0

780-724-2596 ext. 2110

All of the following job-protected leaves are unpaid.

- **Maternity/Parental Leave** - Maternity leave in Alberta consists of fifteen weeks' unpaid leave under the Code, at least six weeks of which must occur after the baby is born. An additional thirty-seven weeks' of unpaid parental leave is permitted under the Code. The thirty-seven weeks' of parental leave may be taken by the mother or the father, or divided between the two parents. Although maternity and parental leave are unpaid, certain benefits are available under the Employment Insurance (EI) Act of Canada
- **Compassionate Leave** – eligible employees can take up to 2 weeks of leave to care for gravely-ill family

**Personal and Family Responsibility Leave** – A new unpaid leave will provide up to 5 days of job protection per year for personal sickness or short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.

- **Long-Term Illness and Injury Leave** – A new unpaid leave will provide up to 16 weeks of job protection per year for long-term personal sickness or injury. Medical certificate and reasonable notice will be required. This will align with the federal Employment Insurance program.
- **Bereavement Leave** – A new unpaid leave will provide up to 3 days of job protection per year for bereavement of an immediate family member.
- **Domestic Violence Leave** – A new unpaid leave will provide up to 10 days of job protection per year for employees addressing a situation of domestic violence.
- **Citizenship Ceremony Leave** – A new unpaid leave will provide up to a half-day of job protection for employees attending a citizenship ceremony.
- **Critical Illness of an Adult Family Member** – A new unpaid leave will provide up to 16 weeks of job protection for employees who take time off to care for an ill or injured adult family member. This will align with the federal Employment Insurance program.
- **Critical Illness of a Child** – A new unpaid leave will provide up to 36 weeks of job protection for parents of critically ill or injured children. This will align with the federal Employment Insurance program.
- **Death or disappearance of a Child** – A new unpaid leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This will align with the federal Employment Insurance program.