

Employee Leave

Bereavement Leave

At the discretion of the Chief Executive Officer, employees may have Bereavement Leave with pay of up to five working days in the event of a death in the immediate family of the employee or the employee's spouse, or in the event of pregnancy loss. Additional travel time may be extended at the discretion of the Chief Executive Officer. Immediate family is defined as parents, brothers, sisters, children and spouse, or others at the discretion of the Chief Executive Officer.

Parental Leave Policies

Maternity Leave

In accordance with Alberta Labour Standards, job-protected maternity leave shall be granted, without pay, to a pregnant employee who has been employed by Chinook Arch for at least 90 days, upon application to the employer.

Maternity Leave shall normally be sixteen consecutive weeks in duration, and may start any time within the thirteen weeks leading up to the estimated due date, and no later than the date of birth. In Alberta, employers are legally required to continue paying the health-related part of maternity leave benefit premiums if they pay for employee benefit premiums when their employees are sick. If pregnancy loss occurs within 16 weeks of the estimated due date, the employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after it begins.

Parental Leave

Parental leave may be granted to an employee who has been employed by Chinook Arch for at least 90 days upon application to the employer. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Parental leave can be taken by:

- The birth mother, immediately following maternity leave
- The other parent
- Adoptive parents
- Both parents, shared between them

Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents. An eligible employee may use up to two weeks of cumulated sick leave to assist with a family member.

Sick Leave Policy

Sick leave is a means of ensuring that an employee will not suffer loss of income in the event of personal illness or illness in the immediate family. Employees earn leave for sick days at the rate of 1.5 days per month. No more than 30 days sick leave may be accumulated. Employees are not entitled to a payout of unused sick leave at any time.

Employee Leave

Personal and Family Responsibility Leave

After 90 days of employment, up to 5 days of unpaid leave shall be granted annually to an employee for personal sickness or short-term care of an immediate family member as defined by Alberta Labour Standards, including attending to personal emergencies and caregiving responsibilities related to education of a child.

Long-Term Illness and Injury Leave

After 90 days of employment, up to 16 weeks of unpaid leave shall be granted to employees that do not qualify for short- or long-term disability coverage that are experiencing personal sickness or injury. A medical certificate is required.

Domestic Violence Leave

After 90 days of employment, up to 10 days of unpaid leave shall be granted annually to an employee addressing a situation of domestic violence that involves themselves, a dependent child, or a protected adult living with the employee.

Citizenship Ceremony Leave

After 90 days of employment, up to one half-day of unpaid leave shall be granted to employees attending a citizenship ceremony.

Critical Illness Leave

After 90 days of employment, up to 36 weeks of unpaid leave shall be granted to a parent of a critically ill or injured family member, as defined by Alberta Labour Standards.

Death or Disappearance of a Child

After 90 days of employment, up to 52 weeks of unpaid leave shall be granted to the parent of a child who disappeared as a result of a crime, or up to 104 weeks of unpaid leave if a child died as a result of a crime.

Jury or Witness Duty

Employees shall be allowed a sufficient leave of absence to serve as a juror or witness, without loss of position or employment. Employees shall receive full pay for jury or witness duty. Any payment received for jury duty (under Jury Duty Regulation AR68/83, Section 4(1)), excluding payment for the reimbursement of expenses, will be remitted by the employee to Chinook Arch. Employees selected for jury/witness duty shall notify their supervisor as soon as possible, and provide a copy of the notification.

For the purposes of vacation or any other staff benefit, time off for jury or witness duty shall be deemed to be as if the employee was working regular hours.

Personal Leave Policy

At the discretion of the Chief Executive Officer, employees may be granted up to 2 personal days of absence with pay per year in exceptional circumstances

Employee Leave

Short and Long-Term Disability

The employee benefits program includes mandatory Short Term and Long Term Disability coverage in the event of an illness that exceeds the sick days available.

Last Reviewed:	7 December 2023
Last Revised:	7 December 2023