

Administrative Procedure #310 – LEAVES for STAFF
Staff

LEAVES for STAFF**PURPOSE**

The purpose of this procedure is to outline our initial process for staff leaves for staff who access the Fusion Employee Benefits. In consultation with the Principal and Superintendent, staff may choose to opt out of Fusion Employee Benefits; in such unique cases, Alberta Employment Standards will apply.

DEFINITIONS**PROCEDURES****1. Sick Leave**

- a) Staff may access up to 20 days per school year with no loss of salary for personal illness, medical or dental appointments or because of personal injury. Staff members will notify the school office of an absence as soon as possible or, at minimum, at the beginning of their scheduled shift.
- b) Staff working less than full time or less than a full school year will have their sick days pro-rated.
- c) Sick leave will not be accumulated from year to year.
- d) The principal, in consultation with the superintendent may extend the amount of paid sick leave granted to an employee within a given school year.
- e) After 4 consecutive days of absence, a doctor's note must be submitted to the Principal.

2. Personal Leave

- a) Staff may access up to 3 days of specified personal leave per school year with no loss of salary for extenuating circumstances. Examples of extenuating circumstances are given below. Except in cases of emergency, arrangements must be made in advance with the Principal. Extenuating circumstances that take place during school operational days include, but are not limited to:
 - a. family emergency (for example sudden illness of spouse or dependent children),
 - b. birth of employee's child
 - c. personal court appearances (does not include instances where the teacher is a party),
 - d. attendance at a funeral of someone other than those specified under "compassionate leave" below,
 - e. marriage of the teacher,
 - f. attendance at a wedding of a family member,
 - g. being a member of a wedding party,
 - h. significant family celebrations,

- i. religious holy days that would preclude the teacher from working,
 - j. participation in significant events of national service or religious organizations (for example, being a member of the executive of Cancer Society, Red Cross, or a political party),
 - k. participation in national and/or international events that required qualifying (for example, national sports events or performing arts events) where the teacher is not a paid performer.
- b) Teachers have access to an additional 2 days of unspecified personal leave per school year, with full pay less the deduction of substitute teacher pay
 - c) Support staff have access to an additional 2 days of unspecified personal leave per school year with full pay, less the deduction of 50% of the employee's daily rate.
 - d) The Principal must be notified as soon as possible to approve the use of personal leave with the primary consideration being the continuity of programming.
 - e) The Superintendent will use his or her discretion in granting extended leaves of absence, with the primary consideration being continuity of instruction. This leave will not be granted to extend or create vacation time.

3. Compassionate Leave

Staff may access up to 5 days leave with no loss of salary in the case of a death or critical illness of a close family member. A close family member includes spouse, common law spouse, or adult interdependent partner, or any of the following relations of an employee or their spouse, common law spouse, or adult interdependent partner: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, and the spouse, common law spouse, or adult interdependent partner of any of them.

Staff may apply to the Superintendent for additional days if required.

Staff may access up to 1 day leave to attend the funeral of a person, other than family.

4. Maternity and Parental Leave

Leave for mothers, fathers and adoptive parents will be consistent with the Alberta Employment Standards Code and Employment Standards Regulations. An information package will be provided to the employee informing them of important facts and procedures surrounding maternity and parental leave.

- a) Benefits - During the health-related portion of maternity leave (normally 6-8 weeks after the baby is born) Fusion Collegiate will cover the employer-related costs of the Sun Life benefits. The employee will remain responsible for their employee portion of the Sun Life premiums. After this health-related period and during parental leave the employee can elect to continue Sun Life benefits at their own expense (for both the employer and employee costs) or they may choose to discontinue coverage for all benefits after signing a waiver form.

5. Other Job-Protected Leaves of Absence

After ninety (90) days of employment, employees are eligible for any of the unpaid leaves of absence found in Alberta's Employment Standards Code and Employment Standards Regulations. Eligibility requirements, leave duration and notice periods will be consistent with guidelines set out in Alberta's Employment Standards Code and Employment Standards Regulations. A request for a job-protected leave of absence in excess of five days shall be presented to the Principal and upon recommendation by the Principal, approved by the Superintendent.

6. Legal Proceedings Leave

A leave of absence with salary and benefits shall be granted: a. for jury duty or any summons related thereto, or b. to answer a subpoena or summons to attend as a witness in any proceeding authorized by law to compel the attendance of a witness.

7. Medical Leave of Absence

a) Short-Term Disability (STD) Leave –

Employees who may qualify for Short-Term Disability (STD) benefits under the school's group insurance policy are responsible for applying to the insurance carrier for this benefit. It is recommended that the employee apply as early as possible for STD benefits (i.e. once it is apparent that the employee will or may be going on STD) to allow sufficient time for processing the application. Where the employee who qualifies for STD benefits has unused sick leave days, the employee has two options:

- i. Utilize any or all of those remaining sick days instead of claiming STD benefits for those sick days. The employee realizes that upon their return to work, only any unused balance of sick days will be available for their use.
- ii. Claim STD in lieu of claiming the sick leave days (other than the five sick days necessary to qualify for STD). In this case, the employee retains the balance of sick leave days for later use, if needed. Where the employee is paid STD benefits in lieu of sick leave, the school will not "top up" the employee's salary.

b) Long Term Disability (LTD) Leave

Employees who may qualify for Long-Term Disability (LTD) benefits under the school's group insurance policy are responsible for applying to the insurance carrier for this benefit. It is recommended that the employee apply as early as possible for the LTD benefits (i.e. once it is apparent that the employee will or may be going on LTD) to allow sufficient time for processing the application. If an employee is disabled and receiving WCB benefits, an application for LTD should also be submitted to the group insurance carrier in order to establish eligibility for the LTD benefit. Employees who have been approved for LTD continue to participate in health and dental benefits based on coverage and salary immediately prior to the date of disability, to a maximum of two years. Continuation of coverage beyond two years will be reviewed on a case by case basis.

For more information regarding LTD benefits, please refer to the Sun Life group benefits booklet.

8. Time in Lieu – Non-Certificated Staff

In compliance with the Employment Standards Code, non-certificated staff will be granted time off in lieu as compensation for those hours worked in excess of that employee's regularly scheduled weekly hours. This work time must be pre-approved by the employee's supervisor. Supervisor approval is also required for use of lieu time and is dependent on operational requirements. The banking of overtime and its use shall be approved by the Principal; banked overtime must be taken within six (6) months of the end of the pay period in which it was earned. Banked hours will be calculated according to the rate prescribed by the Alberta Employment Standards Code.

9. Professional Development

The school budget may include an annual allotment of professional development funds. Please discuss your professional development requests with the Principal.

Legal Reference: Alberta Employment Standards

Approved: August 1, 2024