



## Leaves Directive

### Rationale

Leaves provide employees with the protection of their income that would otherwise be lost when an employee is not in attendance to perform their regular duties and when not covered by any other form of income loss protection such as weekly indemnity and long-term disability insurance, worker's compensation, and employment insurance.

### Definitions

**Bereavement** is the state of suffering due to the death of a loved one.

**Employees** are salaried employees of SAMU.

**Illness** is illness, injury, or quarantine restriction which prevents an employee from performing duties but does not include leaves of absence due to pregnancy or accidents covered under Worker's Compensation.

A **Loved One** is a family member, including a common law spouse, close friend, or household pet.

**Personal Time** is taken off from work at the employee's discretion for a reason other than illness, to extend a vacation, or to extend a long weekend.

**Sick Leave** is the period of time an employee is absent from work due to health-related concerns; attending any health-related appointments including medical, dental, eye appointments, etc; staying home due to child or dependent related illnesses or health related appointments; stress leave or mental health related concerns; or additional bereavement days. Sick leave is not paid out at the end of employment.

### Regulations

**1** Upon acceptance of an employee's resignation, the employee is ineligible for paid leaves, excluding Bereavement Leave, in the last ten business days of their employment.

**1.1** Any work time taken off during the last ten business days of employment will be deducted from the employee's accrued vacation.

**1.1.1** If accrued vacation time is insufficient to cover time off taken then the uncovered portion of the leave will be considered unpaid.

**2** Employees are responsible for reporting their absences from the office due to Sick, Bereavement, or Birthday Leaves by email to both their supervisor and the reception desk staff ([samuadmin@macewan.ca](mailto:samuadmin@macewan.ca)).

**2.1** With the exception of unplanned sick leave, reporting must be done prior to the absence.



**2.2** Unplanned Sick Leaves should be reported as soon as an employee is able to.

**2.3** For partial days, an employee must provide both an out and in time.

### **Sick Leave**

**3** Employees maintain regular pay for sick leave.

**4** Sick Leave entitlements are accrued at a rate of one and a quarter (1.25) days per month to a maximum of 120 days.

**5** Employees begin earning Sick Leave days immediately upon hire and begin with a balance of 3 Sick Leave days.

**6** Proof of illness will be required to substantiate any claim for Sick Leave beyond five continuous days. Such requests are made during the period of illness.

**6.1** Costs incurred by the employee in providing proof of illness will be reimbursed by SAMU.

**7** Sick Leave may be taken in minimum 15-minute increments.

**8** For Sick Leave due to unexpected illness, submit a request, via SAMU's HR software, for the missed time by 4pm on the business day of returning to work.

**9** Sick Leave for health-related appointments require prior authorization via SAMU's HR software.

**10** Sick Leave balances may not drop below negative 0.5 days at any time.

**10.1** Employees that are at negative 0.5 days and need more Sick Leave time, may either draw from available Vacation Time, TOIL, and/or take the time off unpaid.

**10.1.1** In the case of an employee requiring unpaid time off the employee's supervisor will notify their director and the director will record and inform Finance that a deduction of hours is to occur for the current pay period.

**11** Employees are eligible to use up to two days of Sick Leave as Personal Time per fiscal year.

**11.1** Employees must accrue 6 Sick Leave days before being eligible to access Personal Time from their Sick Leave bank of hours.

**11.2** In the case of a predictable event requiring the use of Personal Time, the employee must advise their immediate supervisor two business days prior to the event. Exceptions can be made based on business need/requirement.

**11.3** Personal Time may be taken in minimum 15-minute increments.

**11.4** Submit a request for Personal Time via SAMU's HR software and include a note indicating how many Personal time you've used in the current fiscal year.



### **Bereavement Leave**

**12** Employees are granted up to five days, per twelve-month period, of paid bereavement leave. Bereaved employees may decide if they require less than five days.

**13** Should employees require more than five days for bereavement, with the approval by the General Manager, they may draw from their banked sick leave, vacation entitlement, and/or accumulated TOIL hours. Should an employee have no vacation or sick time remaining they are entitled to up to three unpaid days.

**14** The confidentiality of bereaved employees is respected.

**15** The Supervisor consults with bereaved employees on what manner of official condolences is appropriate. If the supervisor is unable to consult with the employee, the General Manager will do so. The Supervisor will inform their Director and General Manager of the situation.

### **Birthday Leave**

**16** Employees and Part-time Staff will receive their birthday off with pay.

**16.1** If a staff member's birthday falls on a weekend, or a day when the SAMU office is closed but staff are normally paid, the employee can take the day prior or the day after off with pay.

**16.2** A staff member who is required to work on their birthday can request approval from their Director, or the General Manager, to schedule a different day off.

**16.3** A staff member using a birthday leave must submit a request to their supervisor via SAMU's HR software at least five business days prior.

**16.3.1** If a birthday is on a weekday, submit your request under "Miscellaneous" with the comment "Birthday".

**16.3.2** If a birthday is on a weekend or holiday, submit your request for the nearest business day under "Miscellaneous" with the comment "Birthday".

**17.4** Part-time employees will be remunerated based on a 4-hour work day.

### **Maternity and Parental Leave**

**18** Employees taking either maternity or parental leave, if eligible, will receive a top up to their EI benefits. The amount received will depend on the employee's salary and the number of leaves taken while working at SAMU. The benefits schedule is as follows:

- A) 1<sup>st</sup> leave: 30% of salary top up
- B) 2<sup>nd</sup> leave: 30% of salary top up
- C) 3<sup>rd</sup> leave: 20% of salary top up
- D) 4<sup>th</sup> leave: 20% of salary top up
- E) 5<sup>th</sup> + leave: 15% of salary top up



**18.1** The maximum number of weeks that employees can receive a top up to their EI benefits is as specified in government legislation.

**18.2** Employees receiving a top up to their EI benefits will be required to sign an agreement outlining the applicable terms and conditions.

**19** While on leave employees will:

- A) Have access to their health benefits and have contributions made to their RRSP/TFSA savings plan;
- B) Be considered continuously employed for their years of service; and
- C) Not accumulate sick time or vacation hours.

**20** Before starting maternity or parental leave, employees must provide at least 6 weeks written notice to their supervisor.

**20.1** Employees are still eligible for leave if they fail to provide sufficient notice in the event of medical reasons or a situation related to the birth or adoption. In these cases, employees must:

- A) maternity: provide a written notice and medical certificate to the employer within 2 weeks of their last day, or as soon as possible; or
- B) parental: provide written notice to the employer as soon as possible. Employees transitioning from maternity leave to parental leave do not need to provide notice unless it was otherwise arranged that the employee would be returning to work early.

**21** At least 4 weeks before their leave is scheduled to end, employees must provide written notice to their supervisor of their return-to-work date, or If they will not be returning to work.



## Fact Sheet

### Approvals:

First Approval – February 12, 2024

Last Approval – June 11, 2026

**Date of Last Review:** June 11, 2026

### Source and Updates:

February 12, 2024: *Leaves Directive* approved by Directives Group motion 2024-02-12-9. Source material taken from *Leaves Procedure*.

July 9, 2024: *Leaves Directive* approved by Directives Group motion 2024-07-09-1. Updates include minor wording changes and increasing sick leave accumulation from 1 day/month to 1.25 days/month while also beginning employment with a bank of 3 sick leave days.

December 15, 2025: *Leaves Directive* approved by Directives Group motion 2025-12-15-1. Major updates include the addition of 'household pet' to the definition of a loved one, making it clear that accumulated Sick Time is not paid out when an employee's employment ends, increasing the maximum sick days an employee can bank to 120 days.

February 6, 2026: *Leaves Directive* approved by Directives Group motion 2026-02-06-1.

June 11, 2026: *Leaves Directive* approved by Directives Group motion 2026-06-11-3. Major update to add Maternity & Parental Leave section.

### Related Documents and Forms: