

POLICY 25-09

Recognized Leave

DATE OF ADOPTION:	June 24, 2025	MOTION NUMBER:	25/06/90
DATE OF AMENDMENT:	August 12, 2025	DEPARTMENT:	Corporate Services

PURPOSE

To establish the parameters under which Employee's are authorized to take periods of time off from work.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

Banked Time is earned time off in lieu of overtime pay.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Call in Pay is compensation provided to Employee's when they are called into work, regardless of whether or not they have been on standby.

Code is the Employment Standards Code in the Province of Alberta.

COLA is the Cost of Living Adjustment.

Contract is the employment contract or letter of offer for employment with the Town of Vermilion provided to existing or potential employees of the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Employee Benefits are benefits provided to an Employee that are paid by the Employee.

Employer is the Town of Vermilion in the Province of Alberta.

Employment offer is the letter of offer for employment with the Town of Vermilion provided to existing or potential employees of the Town of Vermilion.

Manager is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Long Term Disability Insurance Plan is an insurance plan offered to Employee's by the Town of Vermilion. Enrollment is optional and benefits are payable to Employee's when they have exceeded the allotments under the Weekly Indemnity Insurance Plan.

Immediate Family is a mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, child, grandparent, niece, nephew, fiancée or adopted child.

Non-Immediate Family is an aunt, uncle, cousin, friend, colleague.

Probationary Employee is an employee on a trial basis for a specified period of time as outlined in their offer of employment and/or employment contract.

Protected Family Illness Leave is a leave of absence provided to Employee's to take time off for an illness that interrupts the course of their day to day life to focus on their health or the health of their family members, including but not limited to: Alzheimer's Disease; Aortic Surgery; Aplastic Anaemia; Bacterial Meningitis; Benign Brain Tumour; Blindness; Cancer (life threatening); Coma; Coronary Artery Bypass Surgery; Deafness; Heart Attack; Heart Valve Replacement; Kidney Failure; Loss of Independent Existence; Loss of Limbs; Loss of Speech; Major Organ Failure on Waiting List; Major Organ Transplant; Motor Neuron Disease; Multiple Sclerosis; Occupational HIV; Paralysis; Parkinson's Disease; Severe Burns; and Stroke.

Medical Certificate is a certificate from a doctor confirming the state of an Employee's health.

Regular Rate of Pay is the rate applicable to an Employee as per their offer of employment and/or employment contract.

Regulated Benefits are benefits provided to an Employee that are cost shared.

Shared Benefits are benefits provided to an Employee that are paid by the Employer.

Standby Pay is compensation provided to Employee's when they are required to be on standby, regardless of whether or not they are called into work.

Supervisor is the person who directly oversees a Member of Council or Administration.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

Weekly Indemnity Insurance Plan is an insurance plan offered to Employee's by the Town of Vermilion. Enrollment is optional and benefits are payable only while an Employee is disabled and under the treatment of a physician legally licensed to practice medicine.

SCOPE

This policy applies to all Employees of the Town of Vermilion.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Director of Corporate Services

GUIDING PRINCIPLES

- This policy hereby rescinds the Employment Compensation and Benefits Policy dated December 20, 2022 – Council resolution 22/12/111.
- **Vacation Leave**
 - Employee's earn paid annual vacation leave in accordance with their employment offer and/or contract. In the absence of vacation specifications within their employment offer and/or contract, vacation leave shall be in accordance with the following:
 - One (1) to four (4) years of service
 - Three (3) weeks
 - Five (5) to eleven (11) years of service
 - Four (4) weeks
 - Twelve (12) to nineteen (19) years of service
 - Five (5) weeks
 - Twenty (20) years of service
 - Six (6) weeks
 - Managers and Directors earn paid annual vacation leave in accordance with their employment offer and/or contract. In the absence of vacation specifications within their employment offer and/or contract, vacation leave shall be in accordance with the following:
 - One (1) to five (5) years of service:

- Five (5) weeks
 - Six (6) years of service:
 - Six (6) weeks
 - Vacation entitlement is calculated on an annual basis beginning on January 1 and concluding on December 31 of each year.
 - Vacation requests for a period of five (5) consecutive business days or longer must be submitted by April 1 of each year to the Employee's Manager, Director and/or the CAO, as the case may be.
 - Vacation time is pro-rated based on an Employee's start date unless otherwise specified in an Employee's employment offer and/or contract. In the case of half day increments, administration will round up or down as required.
 - An Employee's Manager, Director and/or the CAO may approve vacation before an Employee is eligible under their employment contract or this policy, provided that the vacation days are deducted from their entitlement when they become eligible.
 - One (1) week of vacation may be carried forward annually. Any additional vacation carry forward must be pre-approved by the Employee's Manager, Director and/or the CAO, as the case may be. Employees must provide notice to the payroll officer of their intent to carry forward vacation by November 30 of each year.
 - Upon resignation and/or termination of an Employee's employment with the Town, vacation is paid out in accordance with the minimum requirements as outlined in the Employment Standards Code, as amended from time to time.
- **Sick Leave**
 - Employee's who have been employed for a minimum of twelve (12) consecutive months shall be entitled to twelve (12) work days of sick leave with pay per calendar year if not specified within their employment offer and/contract.
 - Sick leave shall be extended to an Employee ill at work and/or requiring time off for the purposes of attending a dental, physiotherapy, optical, or medical appointment or to provide care for their spouse and/or dependents experiencing an illness.
 - Employee's who have successfully completed their probationary period will begin to accrue one (1) work day of sick leave with pay per month thereafter.
 - Employee's who have reached their annual allotment of sick leave in a calendar year must utilize Banked Time or Vacation Time thereafter. Employee's may not submit for sick leave if their annual allotment has been utilized.
 - Sick leave does not accrue year over year nor is it paid out at year end, upon resignation, retirement or termination.

- Employee's on sick leave in excess of three (3) consecutive work days must provide a Medical Certificate from a qualified Physician or Surgeon to their Supervisor. The Medical Certificate shall be filed in the Employee's file with Human Resources thereafter.
- **Weekly Indemnity Disability**
 - In the event that an Employee requires sick leave for a period exceeding seven (7) consecutive work days, the Employee must submit for benefits under the Town's Weekly Indemnity Insurance Plan.
 - In the event that an Employee requires leave as a result of an accident and/or injury that was not sustained through the course of their employment with the Town, the Employee may submit for benefits under the Town's Weekly Indemnity Insurance Plan.
 - Vacation entitlement continues to accrue while an Employee is on leave under the Weekly Indemnity Insurance Plan.
- **Long Term Disability**
 - In the event that an Employee requires sick leave for a period exceeding seven (7) consecutive work days and is ineligible for the Town's Weekly Indemnity Insurance Plan or has exceeded the maximum allotments under the Town's Weekly Indemnity Insurance Plan, an Employee may claim benefits under the Town's Long Term Disability Insurance Plan.
 - Employee's on leave under the Long Term Disability Insurance Plan are entitled to continue to receive Benefits for a period of one (1) year plus one (1) month per year of service provided that the Employee remits payment for their portion of the benefit cost.
 - Vacation entitlement will not accumulate while an Employee is on Long Term Disability.
- **Special Leave**
 - Employee's may request to be granted special leave without loss of salary or benefits upon approval by their Supervisor as follows:
 - Up to two (2) days for the administration of an estate when the Employee has been designated the executor of an estate for the deceased;
 - Up to five (5) days in the event of a Family Illness for a spouse, partner, child, mother or father;
 - Up to two (2) days to be present at the birth and/or adoption of their child; and
 - Up to one (1) day to attend the formal hearing if the Employee is applying to become a Canadian Citizen.

- While Employee's may request to be granted special leave as necessary, the maximum annual allotment shall not exceed ten (10) calendar days.
- While Employee's may request Protected Family Illness Leave as necessary, the maximum annual allotment shall not exceed ten (10) calendar days.

- **Designated Holidays**

- Employee's shall be entitled to paid time off for the following holidays:
 - New Years Day;
 - Family Day;
 - Good Friday;
 - Victoria Day;
 - Canada Day;
 - Labour Day;
 - Thanksgiving Day;
 - Remembrance Day;
 - Easter Monday;
 - Heritage Day;
 - Boxing Day;
 - Christmas Day; and
 - Any other day proclaimed a holiday by the Federal Government, Provincial Government or Town of Vermilion Council.
- If an Employee is absent from a scheduled working day immediately prior to or following a Statutory Holiday, no payment shall be made for the Statutory Holiday unless the absence is covered by a medical certificate or authorized leave of absence.
- If a Statutory Holiday falls on a Sunday or Saturday that is a non-working day, the Employee is entitled to and shall be granted a holiday with pay on the working day immediately preceding or following the Statutory Holiday or the Employee shall receive an alternate day off with pay at the mutual convenience of the Employee and the Employer.
- The Town offers their Employee's three (3) additional paid days off over the Christmas Holiday between Boxing day and New Years day. For those Employees who are required to work during that time, three (3) additional paid days off will be allotted for use at their discretion.

- **Earned Time Off**

- In lieu of overtime pay, Employee's may bank their earned time off in accordance with administrative policy 25-07.

- Earned time off is intended to help Employee's balance their personal and work lives by allowing for paid time off to:
 - Conduct personal business;
 - Attend appointments; and
 - Meet familial responsibilities.
- **Maternity and/or Parental Leave**
 - Employees are eligible for maternity and/or parental leave if they have been employed at least ninety (90) days with the Town.
 - Employees can take time off work without pay for maternity and/or parental leave without risk of losing their job.
 - Employees with less than ninety (90) days of employment may still be granted leave however the Town is not required under employment legislation to grant them leave.
 - The Town shall not discriminate against, lay off, or terminate an Employee, or require them to resign, because of pregnancy or childbirth.
 - Employees on maternity and/or parental leave are considered to be continuously employed, for the purposes of calculating years of service.
 - Employees must provide six (6) weeks notice to the Town of their intention to take maternity leave and/or parental leave so as to allow the municipality to make the necessary arrangements for accommodation and to ensure adequate staffing solutions.
 - Submission of a request for maternity and/or parental leave shall be accompanied by the appropriate documentation, as required by the CAO.
 - Employees may choose to continue their benefit package through Sunlife Financial during their leave provided that the Employee continues to pay the Employee portion of the monthly premium.
 - If both parents work for the Town, the Town is not required to grant leave to both Employees at the same time.
 - Length of leave is as follows:
 - Birth mothers may take up to sixteen (16) consecutive weeks of unpaid maternity leave.
 - Leave can start any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.
 - If pregnancy interferes with the Employee's job performance during the twelve (12) weeks before their due date, the Town may require that the Employee start maternity leave earlier by notifying the Employee in writing.
 - Birth mothers must take at least six (6) weeks off after birth for health reasons, unless:
 - The Town agrees to an early return to duties; and

- The Employee provides a medical certificate stating that the return to work will not endanger their health.
- Pregnancies that end other than in a live birth are subject to the regulations of the Employment Standards Code.
- Employees must give the Town four (4) weeks written notice before they are to return to work, or to advise that they will not be returning to work after their leave ends. Failure to provide notice may result in disciplinary action, up to and including, termination.
- Annual vacation earned prior to leave must be taken within the year it was allotted. If this time falls while the Employee is on leave, the Employee must take the vacation time prior to the commencement of their leave, or get approval from the Town to take the vacation time at a later date.
- **Jury Duty**
 - Employees selected for jury duty must provide the CAO with as much advance notice as is possible. Advance notice shall be accompanied by a copy of the summons for jury duty.
 - Jury duty leave is unpaid.
 - Any Employee who is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the Employee may use vacation time or submit a request for an unpaid leave of absence.
- **Bereavement Leave**
 - Employee's are eligible for bereavement leave following successful completion of their probationary period.
 - Employee's shall be granted bereavement leave as follows:
 - Five (5) days with pay for Immediate Family; and
 - One (1) day with pay for Non-Immediate Family.
- **Leave of Absence**
 - Leaves of absence are authorized only by the CAO and must be requested in writing at least sixty (60) days prior to the time requested for leave, which shall be without pay except in situations of an unforeseen or emergency nature, in which case the employee's request shall be made as soon as they become aware of the situation which prompted the request for a leave of absence.

ELIGIBILITY

- The provisions within the Employment Standards Code, as amended from time to time, shall supersede this policy in the event of a conflict.

ROLES & RESPONSIBILITIES

- Supervisors must ensure that their Employee's are not exceeding the maximum allotments under this policy.