



Leave Entitlement

PURPOSE: Personnel Policy and Procedures for the Taber Public Library.

POLICY: Upon completion of probation period or as otherwise stated below, Taber Public Library will follow **Alberta Employment Standard Rules: Job Protected Leaves.**

GUIDELINES :

1. Leaves (attached Alberta Job Protected Leaves)

- a. **Bereavement Leave :** Eligible employees can take up to 3 days of unpaid leave upon a family member's death.
- b. **Citizenship Ceremony Leave :** Eligible employees can take up to a half-day of unpaid leave to attend their citizenship ceremony.
- c. **Compassionate Care Leave:** Eligible employees can take up to 27 weeks of leave to care for gravely-ill family.
- d. **Critical Illness Leave:** Eligible employees can take unpaid, job-protected leave to provide care and support to a child or family member.
- e. **Death or Disappearance of Child Leave:** Eligible employees can take leave for the disappearance or death of a child.
- f. **Domestic Violence Leave:** Eligible employees can take up to 10 days of unpaid, job-protected leave due to the effects of violence in the home.
- g. **Long-term Illness and Injury Leave:** Eligible employees can take up to 16 weeks of leave due to illness, injury or quarantine.
- h. **Maternity and Parental Leave:** Eligible employees can take maternity and/or parental leave after a birth or adoption.
- i. **Personal and Family Responsibility Leave:** Eligible employees can take up to 5 days of unpaid leave for health issues or family needs.
- j. **Reservist leave:** Eligible employees who are Reservists can take leave for deployments and training.
- k. **Covid 19 Leave:** Eligible employees are to receive leave as defined by the Alberta Government Guidelines including illness caused by Covid 19 and/or quarantine.

2. **Sick Leave:** Full time employees working a minimum of 37.5 hours per week will earn sick days at the rate of 1.5 days per month (not to exceed 15 days per calendar year). Part time employees working more than 20 hours per week (21 hours or more), will earn 1 sick days per month (not to exceed 12 days per calendar year). Part time employees working less than 20 hours per week (20 hours or less), will earn sick days based on the employee's FTE. Sick days will not roll over to the next year. Sick leave accumulates from the time of hire but will not be able to be taken until the three month evaluation has taken place. Unused sick time upon termination is forfeited. Sick leave covers illnesses as well as medical/dental appointments. An employee absent due to illness more than three (3) consecutive days may be required to present a medical certificate."

3. **Personal Days:** All employees are entitled to two paid personal days per year and shall be taken as the discretion of the Library Manager.



Leave Entitlement

4. **Special Leave:** A special leave of absence with or without pay, may be granted at the discretion of the Board. The Library Manager will present requests for special leave to the Board together with any comments and/or recommendations. Requests for special leave will be reviewed by the Board on a case by case basis.
5. **Jury Duty:** Employee's subpoenaed as jurors or witnesses in any court shall be paid the difference between what they would have earned, and the fee received. The Library Manager may require a certificate of service from the officer of the court before payment. There shall be no loss of benefits while serving on a jury.
6. The Library Manager will ensure the scheduled duties of absent employees are performed.

Date of Approval: October 3, 2000

Date Reviewed/Revised: November 9, 2004
October 11, 2005
September 9, 2008
November 8, 2011
June 11, 2013
October 13, 2015
March 12, 2019
March 10, 2020
October 14, 2021
April 13, 2023
September 12, 2024