



# Leave Entitlement

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**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 leave for health issues or family needs.
  - j. **Reservist leave:** Eligible employees who are Reservists can take leave for deployments and training.
2. **Sick Leave:** Employees shall have 1 paid sick day per month, to accumulate to a maximum of 12 days per 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 based on the employee's FTE and shall be taken at the discretion of the Library Manager.
  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



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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  
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June 11, 2013  
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March 12, 2019  
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