



- Sibling, half-sibling, step-sibling;
- Grandparents;
- Grandchildren;
- Aunts, uncles;
- Nieces, nephews.

In the event the deceased is a member of the employee's immediate family (defined as spouse, child, father, mother, sister or brother or any person who is a member of the employee's household), the employee is eligible for an additional two (2) days of paid bereavement (bringing their total leave to five [5] days).

Unless otherwise approved in advance by the Superintendent, the last day of leave will normally be the date of the funeral or memorial service.

KTCEA recognizes that the circumstances surrounding bereavement leave are varied. Should additional time be necessary, employees should make such request to their immediate supervisor. The supervisor is responsible for reviewing the request with more senior levels up to and including the Superintendent, whose advance approval is required.

## **2. Citizenship Ceremony Leave**

Eligible employees may take a one-time unpaid leave of up to a half-day to attend their citizenship ceremony provided they have been employed by KTCEA for at least ninety (90) days.

## **3. Compassionate Care Leave**

Eligible employees may take up to twenty-seven (27) weeks of unpaid leave to care for a gravely-ill family member who is at significant risk of dying within twenty-six (26) weeks, as confirmed by a medical certificate, provided they have been employed by KTCEA for at least ninety (90) days. The definition of family member and other provisions are as provided by Alberta Employment Standards.

KTCEA provides that, once per year, employees may be granted two (2) days leave with pay due to the serious illness of a member of the employee's immediate family.

## **4. Critical Illness Leave**

Eligible employees may take unpaid, job-protected leave to provide care and support for a family member (thirty-six [36] weeks for a child; sixteen [16] weeks for an adult) provided they have been employed by KTCEA for at least ninety (90) days. The definition of family member and other provisions of this leave is as provided by Alberta Employment Standards.

## **5. Death or Disappearance of a Child Leave**

Eligible employees who have been employed with KTCEA for at least ninety (90) days may take unpaid leave of fifty-two (52) weeks in the event of the disappearance or death of a child. An additional fifty-two (52) weeks may be taken if the child dies as the result of a crime. The definition of eligible employees and other leave related provisions are as per Alberta Employment Standards.

## **6. Domestic Violence Leave**

Eligible employees employed by KTCEA for at least ninety (90) days may take up to ten (10) days per year of unpaid, job-protected leave due to the effects of violence in the home. The

definition of employees eligible for leave and other leave related provisions are as per Alberta Employment Standards.

### **7. Jury Duty**

Employees required to sit on a jury will be provided paid leave for hours missed from work. Any compensation provided to the employee other than compensation for expenses must be refunded to KTCEA.

### **8. Long-Term Illness and Injury Leave**

Eligible employees employed by KTCEA for at least ninety (90) days may take up to sixteen (16) weeks of unpaid leave, once per calendar year, due to long-term illness or injury. Other leave related provisions are as per Alberta Employment Standards.

KTCEA provides disability coverage to eligible employees subject to the provisions of our disability insurance.

### **9. Marriage Leave**

Employees who have completed at least ten (10) months of continuous service may be granted leave with pay for up to three (3) working days for the purpose of getting married, subject to a minimum twenty (20) days notice to and prior approval of the Superintendent.

### **10. Maternity and Parental Leave**

Eligible employees can take unpaid maternity and/or parental leave after a birth or adoption provided they have been employed by KTCEA for at least ninety (90) days. Eligibility for leave, leave duration and other leave related provisions are as per Alberta Employment Standards. For further information please consult with Human Resources.

Staff members who become pregnant shall notify their immediate supervisor in accordance with the timelines as provided by Alberta Employment Standards. The supervisor shall notify the relevant Associate Superintendent, the Superintendent, the Deputy Superintendent, and Human Resources, who will meet with the employee to review the Maternity or Parental Leave procedures.

Where Maternity Leave is requested, the Superintendent may require the staff member to submit a medical certificate confirming the pregnancy. Where adoption leave is requested the Superintendent may require submission of an adoption certificate. Consistent with community traditions, KTCEA also recognizes custom adoptions.

KTCEA also provides the partner of the individual who has given birth with three (3) days of paid leave upon the birth of the child to be taken at his discretion but in any event to include the date of birth and the day the baby leaves the hospital.

The Superintendent may require the staff member to submit a birth certificate or certificate of adoption for the child.

### **11. Personal Leave**

Subject to having a minimum five (5) months of employment with KTCEA, all Central Office and school-based staff will be granted a maximum two (2) days personal leave with pay during the period September 1 through August 31 for the purpose of attending to personal matters. The intent of personal days is to provide time for employees to address matters not related to illness, injury or medical treatment, which is covered under KTCEA's sick days provisions.

A request for personal leave shall be submitted to the employee's immediate supervisor at least one (1) week in advance, but need not detail the specific reason(s) for the request. Personal

leave will not be granted or taken on the working day preceding, or the working day following, a general holiday or vacation. In addition, personal days may not be taken by a teacher on the working day before or the working day following a Family Friday.

Personal leave credits are not cumulative from one year to the next.

## **12. Personal and Family Responsibility Leave**

Eligible employees may take up to five (5) days of unpaid leave per year for the employee's health matters (if required) or to attend to their family responsibilities provided they have been employed by KTCEA for at least ninety (90) days. The definition of eligible family members and other leave related provisions are as per Alberta Employment Standards.

## **13. Reservist Leave**

Eligible employees who are members of the Canadian Forces Reserves and have at least twenty-six (26) weeks of consecutive employment with KTCEA can take unpaid leave for deployments, and up to twenty (20) days of training in a calendar year. Leave duration and other related provisions are as per Alberta Employment Standards.

## **14. Other Leaves**

An employee may apply for temporary unpaid leave of absence for a period of less than one (1) year subject to the prior approval of the Superintendent. Applications for such leave shall be submitted to the employee's immediate supervisor at least three (3) months prior to the planned commencement of the leave, unless the timelines are waived by the Superintendent.

Note: Certain leaves may generate Employment Insurance entitlement, however, decisions relating to eligibility are the domain of Service Canada.

Where the provisions of the Employment Standards Code provide a greater benefit, those provisions shall apply.

Responsibility for the interpretation and application of this procedure rests with the Director of Human Resources.

These guidelines apply to all eligible KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors. When a supervisor needs assistance in interpreting the guidelines, direction will be provided by their Associate Superintendent, in consultation with other KTCEA leadership, as appropriate.

<b>#</b>	<b>Procedure</b>	<b>Roles &amp; Responsibilities</b>
1.	Advising their supervisor of leave they wish to take as provided in the above guidelines.  Providing any requested confirmation documentation as requested by their supervisor.	Employees
2.	Ensuring adherence to and consistent application of these guidelines	Supervisors

	Reviewing leave requests with their Associate Superintendent. Ensuring that approvals of requested leaves are communicated to employees.	
3.	Supporting supervisors in the interpretation and administration of leaves.	Associate Superintendent
4.	Supporting employees and supervisors in the interpretation of leave provisions.	Human Resources
5.	In consultation with supervisors and other KTCEA leadership, approving leave requests where approval is required.	Superintendent

**References:**

Alberta Employment Standards Code  
KTCEA Policy 12 Human Resources

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.