



POLICY PE 001

COMPASSIONATE/FAMILY ILLNESS LEAVE

DEPARTMENT: PERSONNEL

APPROVAL DATE:	14-01-96 (January 1996)
REVISION DATE (s):	25-06-96; 42-02-02; 12-04-02; 37-02-13 (February 26, 2013) ; 2017-04-09 (April 11, 2017)
REVIEW DATE (s):	

POLICY STATEMENT

The County of Vermilion River supports and encourages an atmosphere of high employee productivity through full and consistent employee participation in the workplace, recognizing that there will be occasions when employees require time away from work for various reasons. The County encourages employees to live and work well in an environment that supports a work/life balance.

PURPOSE

To provide permanent employees with paid or unpaid time off for compassionate reasons or due to family illness.

DEFINITIONS

Compassionate Care Leave: Defined as per the Part 2, Division 7.2 of the *Employment Standards Code*, which gives employees a specified amount of unpaid, job-protected leave to



care for a family member (as defined under the *Employment Standards Code*), with a serious medical condition, with a significant risk of death.

Compassionate Leave: Leave granted as a result of the death of a family member.

Family Illness Leave: Leave necessitated by a medical condition of a family member, where written documentation evidencing the employee was in attendance is presented.

Family Member: Spouse, child, parent, brother, sister, grandparents, grandchildren, parent of spouse, grandparents of spouse, daughter-in-law, son-in-law, brother-in-law, sister-in-law and guardians;

Note: spouse shall include a common-law partner after a residence is shared for more than six (6) months

POLICY

Persons employed by the County on a permanent basis shall be entitled to compassionate/family illness leave with pay under the following terms and conditions:

1. leave necessitated by family illness or death of a family member shall be granted with pay.
2. at the approval of the County Administrator the above leave may be extended should additional time be required and requested in writing. Payment or non-payment of wages during the extension period will be at the discretion of the County Administrator.
3. a medical report from the attending physician, clearly indicating the employee was in attendance, shall be provided to support leave necessitated by family illness.
4. Documentation indicating the name of the deceased family member must be provided in support of Compassionate Leave.
5. daily rate will be consistent with that set forth under Policy PE 008 Sick Leave.

Compassionate Leave:

1. When the above terms and conditions have been met, compassionate leave shall be granted as follows:
 - a. *Permanent Full-Time Employees*
 - i. leave shall be granted with pay for five (5) days in the event of the death of a spouse or child;



- ii. leave shall be granted with pay for three (3) days in the event of a death of other family members, as defined above,
- b. *Permanent Part-Time Employees (Working 20 hours or more per week)*
 - i. leave shall be granted with pay, pro-rated by the employee's Fulltime Equivalency (.8 FTE = 2.4 days) (including a spouse or child);
- c. *Permanent Part-Time Employees (Working less than 20 hours per week)*
 - i. not eligible under this policy
- d. *Permanent Seasonal Employees*
 - i. leave shall be granted with pay, , pro-rated by the employee's Fulltime Equivalency (.8 FTE = 2.4 days) (including a spouse or child)
- e. *Casual Employees*
 - i. not eligible under this policy.
- f. *Temporary Employees*
 - i. not eligible under this policy
- g. *Temporary Term Employees*
 - i. not eligible under this policy.

Family Illness Leave:

- 2. When the above terms and conditions have been met, family illness leave shall be granted as follows:
 - a. *Permanent Full-Time Employees*
 - i. leave shall be granted with pay for three (3) days per family member, per year
 - b. *Permanent Part-Time Employees (Working 20 hours or more per week)*
 - i. leave shall be granted with pay, pro-rated by the employee's Fulltime Equivalency (.8 FTE = 2.4 days)
 - c. *Permanent Part-Time Employees (Working less than 20 hours per week)*
 - i. not eligible under this policy
 - d. *Permanent Seasonal Employees*
 - i. leave shall be granted with pay, pro-rated by the employee's Fulltime Equivalency (.8 FTE = 2.4 days)
 - e. *Casual Employees*
 - i. not eligible under this policy.



f. *Temporary Employees*

i. not eligible under this policy

g. *Temporary Term Employees*

i. not eligible under this policy

Compassionate Care Leave

3. Compassionate Care Leave will be granted as per the Alberta *Employment Standards Code*.