

STATEMENT OF POLICY AND PROCEDURE

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Subject: **LEAVES** | Sec 1, 1L Appendix F

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SECTION 1 - 1.L APPENDIX F

LEAVES

1. Jury duty/subpoenas

- a) When an employee is summoned for jury duty or subpoenaed as a witness in their private capacity, they will be allowed leave with pay provided any daily allowance received by the employee is paid to NLLS.

Employees are eligible for the following leaves after 90 days of employment.

2. Unprotected leaves without pay (any leaves not covered in Appendix F)

- a) Anticipated Leave Without Pay – The Executive Director, in conjunction with the Department Manager, may grant leave of absence without pay and without loss of seniority to any employee requesting such leave for good and sufficient cause, so long as the time requested does not exceed twenty (20) working days. For requests exceeding twenty (20) days, a written request must be submitted to the Executive Director. When such leaves are granted, all vacation entitlement will be used first and satisfactory arrangements must be made for the performance of the employee's duties.
- b) Emergent Leave Without Pay – The Executive Director, in conjunction with the Department Manager, has the authority to approve leave without pay for emergent situations, (i.e. illness in the family, extended compassionate leave, etc.). The Executive Director shall report to the NLLS Executive Committee all leaves granted under this policy.

3. Bereavement leave

- a) The Northern Lights Library System recognizes the need for employees to have time to deal with the death of a family member.
- b) Bereavement leave shall be provided in accordance with current Alberta labour standards.
- c) The Northern Lights Library System may, in addition, grant up to two (2) day's leave with pay for the purposes of travel relating to bereavement leave.
 - i. Travel leave will be granted if the employee must travel a sufficient distance involving the equivalent of ½ working day or more by air (one way); or if traveling time by vehicle involves the equivalent of one working day or more (one way). Traveling time by air may include time waiting for a flight and flight connections, and time required to travel to and from airports.
- d) Bereavement leave for any person not mentioned by Alberta labour standards may be granted at the discretion of the Executive Director. Additional bereavement leave (without pay) may be granted at the discretion of the Executive Director.

4. Protected Leaves as defined by Alberta labour standards.