



ADMINISTRATION POLICY:

Leave of Absence

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ALT report: ALT2018-0484
Approved by: Administrative Leadership Team (ALT)
Effective date: 2018 / 05 / 01
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Department/BU: Chief Financial Officer / Human Resources (Labour Relations)

BACKGROUND

The Corporation of The City of Calgary (“The City”) recognizes that it may be desirable or necessary for an employee to periodically take a leave of absence from the work place.

PURPOSE

The purpose of this policy is to describe the conditions and business rules for taking a leave of absence from the workplace.

DEFINITIONS

None provided

POLICY

1.0 Scope/Exceptions

1.1 Scope

This policy applies to all unionized and exempt employees of The City of Calgary. If a collective agreement contains a leave of absence provision which differs from this policy, the terms and conditions of existing collective agreements will prevail.

Questions regarding the proper interpretation and application of collective agreement provisions are to be directed to Human Resources.

1.2 Exceptions

1.21 Leave for Union Business

Conditions of leave for union business are detailed in the applicable collective agreements.

1.22 Education Leave

Conditions of Education and Training Leave are detailed in the applicable collective agreements (CUPE Local 709, CUPE Local 37, CUPE Local 38 re Examination Leave, ATU Local 583) as well as the Exempt Staff Policy.

Employees should contact Human Resources Support Services at 268-5800 for information about the terms and conditions of education leaves.

1.23 Military Leave for Reservists

For further information refer to the Military Leave for Reservists policy (HR-TR-001).

2.0 Core Policy Statements

Section 1 – Conditions for Leave of Absence without Pay

1.01 Eligibility

All employees are eligible to apply for unpaid leaves, unless otherwise specified in this policy or the applicable collective agreement.

1.02 Approval

All leaves are subject to the approval of the immediate Exempt supervisor.

Note: Self-funded leaves of absence are an exception – See Section 7.04 Approvals

1.03 Service-Related Entitlements

All seniority and service-related entitlements (e.g. service pay, statutory holiday entitlements, increment timing), unless specifically provided for in this policy or an applicable collective agreement, shall be rested (i.e., employee does not receive credit for absence period) during periods of leave that exceed 30 calendar days.

When an employee is on a legislated, job-protected leave of absence or Family Leave under this Policy, their vacation entitlement will continue to accrue for the first 12 months of such leave.

1.04 Benefit and Pension Coverage

Employees must contact Human Resources Support Services prior to beginning a leave, to determine the impact on their benefit and pension coverage and premiums.

Premium rate, amount and required benefit coverage on a leave of absence shall be determined by the Municipal Employees Benefit Association of Calgary (MEBAC) or the Firefighters Benefits Plan.

1.05 Benefits and Pension for Leave of 30 Days or Less

When taking a leave of absence for a period of 30 consecutive calendar days or less, the employee shall be required to pay the usual benefit premiums and other levies normally in force had such leave of absence not been granted. The employee shall have the option of paying pension contributions for such leave.

1.06 Benefits for Leave Over 30 Consecutive Days

Except where otherwise provided in this policy*, a collective agreement or the Exempt Staff Policy Statement, an employee who is taking an unpaid leave of absence for a period of more than 30 consecutive calendar days, must pay, in advance:

- both the employee's and the employer's share of their benefit premiums for applicable benefits, and
- any other levies normally in force had such leave of absence not been granted.

*Employees granted a leave of absence without pay for a period of more than 30 consecutive calendar days for a health-related or a family health-related leave of absence shall not be required to pay ~~in advance~~ the employer's share of their eligible benefits premiums.

1.07 Purchase of Pensionable Service

A. Local Authorities Pension Plan (LAPP) and

B. Special Forces Pension Plan (SFPP)

- Upon return from the leave, the employee has a one-time option to purchase the leave period as pensionable service under LAPP or SFPP on a current service basis.
- This one-time option allows the employee to pay only the employee portion of contributions, with The City paying its portion of contributions.
- Once an employee's cumulative periods of unpaid leaves of absence exceed one year, the employee will be required to pay both the employee and employer contributions for all subsequent periods of unpaid leave of absence purchased on a current service basis.
- The amounts of contributions required are calculated by Alberta Pensions Administration.
- Under the LAPP and SFPP, periods of unpaid leaves of absence may be purchased as Optional Service at a later date. The costs of such Optional Service purchases are calculated by Alberta Pensions Administration and are entirely employee funded.

Note: For more information see Local Authorities Pension Plan and Special Forces Pension Plan.

C. Other Pension Plans

For more information on purchasing unpaid leaves of absence on other City plans, contact Human Resources Support Services at 403-268-5800.

1.08 Job Postings

Employees on a leave of absence are responsible for knowing of, and are eligible to apply on, job postings and, if successful, the employee will report to work as per the business unit's requirements.

1.09 Return from Leave

Should an employee desire to return from a leave of absence earlier than had been approved, the employee must submit a written request to their immediate Exempt supervisor for consideration.

An employee will be required to meet all applicable terms and conditions of employment (e.g., medical fitness, driver's licence, etc.) prior to returning to The City's employ.

1.10 Resignation While on Leave

Should an employee on a leave resign from employment, the employee will provide their immediate Exempt supervisor with a written letter of resignation (see Labour Relations Policy Section 2.1 – Resignation Notice).

1.11 Redeployment or Lay Off

An employee returning to The City's employ from a leave of absence may be returned to their position, if the position continues to be required. Otherwise, the employee may be redeployed or laid off, depending on the applicable collective agreement provisions (e.g., regarding seniority, lay-off, etc.).

The employee's immediate Exempt supervisor will be responsible for communicating with the employee prior to their return to work from the leave of absence regarding any potential redeployment, lay-off or termination.

1.12 Change in Compensation

A change in compensation that is implemented during the period of a leave of absence without pay and affects the employee, will be applied upon return to work.

1.13 Employment with Another Employer

While on a leave of absence without pay, an employee shall not accept employment with another employer or engage in self-employment without the prior, written approval of the business unit director.

1.14 Overstaying a Leave of Absence

Where an employee overstays their leave of absence without prior approval of their immediate Exempt supervisor, he/she shall automatically forfeit their position with The City.

Where an employee is able to provide satisfactory, documentary evidence that it was impossible to obtain such prior approval, management may reconsider whether the employee has forfeited their position.

Section 2 - Legislated Leaves of Absence

2.01 Eligibility for Legislated Leaves of Absence

Any employee who meets the eligibility criteria set out by the Province of Alberta is entitled to a number of leaves of absence provided for under the Province of Alberta Employment Standards Code. For the majority of these leaves, the employee requesting the leave must have 90 days of service. These leaves are without pay but the employee is considered to be continuously employed for the purpose of calculating years of service. In addition, the employee is eligible for job protection, which means that, upon return from such an unpaid leave, he/she will return to the position he/she previously held, or be provided with alternative work with at least the same earnings and benefits as he/she were receiving prior to the leave. If an employee has not yet accrued the amount of service required for one of these leaves, The City has the discretion to grant the leave but with no guarantee that the employee will be reinstated when the leave ends.

The City of Calgary may provide enhanced leave provisions beyond what is required under the Employment Standards Code. These leaves, as well as the applicable terms and conditions, are specified in Section 3 of this policy, in the applicable collective agreement or in the Exempt Staff Policy.

2.02 Legislated Leaves

2.02 (a) Citizenship Ceremony

One half day unpaid leave of absence for an employee to attend a formal ceremony at which he/she will receive a certificate of Canadian citizenship.

2.02 (b) Domestic Violence

An unpaid leave of absence of up to ten working days per year for an employee who is impacted by the effects of domestic violence in their home.

2.02 (c) Death or Disappearance of a Child

An unpaid leave of absence of up to 52 weeks for a parent whose child disappeared as a result of a crime or up to 104 weeks if their child died as a result of a crime.

2.02 (d) Long Term Illness and Injury

An unpaid leave of absence of up to 16 weeks for long-term illness and injury. Employees eligible for this leave may also be eligible for Employment Insurance benefits.

2.02 (e) Compassionate Care

An unpaid leave of absence of up to 27 weeks for an employee to provide care and support for a gravely ill family member.

2.02 (f) Critical Illness Leave

An unpaid leave of absence of up to 36 weeks for an employee who is a family member of a critically ill or injured child or adult.

2.02 (g) Personal and Family Responsibility

Five days of unpaid leave of absence per year to deal with personal sickness and family responsibilities.

2.02 (h) Reservist Leave

Up to 20 days each calendar year or as long as necessary to accommodate the period of service required for international or domestic deployment. An employee must have 26 weeks of consecutive employment with The City to qualify for this leave. The purpose of the leave typically includes deployment to a Canadian forces operation outside Canada or inside Canada that is assisting with an emergency or the aftermath of an emergency, or annual training (including related travel time for up to 20 days in a calendar year).

Employees must contact Human Resources Support Services prior to beginning a Reservist leave.

2.02 (i) Maternity Leave

Birth mothers are entitled to 16 consecutive weeks of unpaid maternity leave. Employees entitled to maternity leave may also be entitled to Employment Insurance benefits. Upon conclusion of her maternity leave, a birth mother may take parental leave.

2.02 (j) Parental Leave

Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Employees entitled to parental leave may also be entitled to Employment Insurance benefits.

2.02 (k) Bereavement Leave

Three days of unpaid leave per year to deal with the death of a family member. Employees are entitled to three days of bereavement leave per year, not per incident of bereavement.

2.03 An employee who has been granted a legislated leave must comply with the conditions governing leaves of absence without pay as established in Section 1 – Conditions of Leave of Absence without Pay.

NOTE

More information can be found on the Alberta Government's Employment Standards website, including application and notice requirements, eligibility requirements, minimum blocks of time, dividing of the time, and, where applicable, the requirement of

a medical certificate. Employment Insurance benefits may be available to eligible employees for some of these leaves.

Section 3 - City of Calgary Leaves of Absence

3.01 Eligibility for City of Calgary Leaves

The City of Calgary offers both general leaves for personal reasons as well as leaves for specific purposes.

The purpose, terms and conditions of these leaves are specified in this policy and may also be addressed in an applicable collective agreement.

The City ensures that specific leaves contained within the collective agreements or the Exempt Staff Policy meet or exceed the requirements of any applicable provincial legislation.

Unless otherwise specified in this policy or an applicable collective agreement, City of Calgary leaves are available only to permanent employees and are unpaid.

3.02 Exceptions

Under extenuating circumstances, an immediate Exempt supervisor has the discretion to grant an unpaid leave of absence to an employee who has not yet achieved permanency or has less than 90 days service. Such leaves shall generally not exceed 30 consecutive calendar days and all service-related entitlements shall be rested for the period of the unpaid leave.

A leave of absence for medical reasons may also be granted by the immediate Exempt supervisor to an employee who has not yet qualified for medical benefits or medical leave. Such leaves must comply with the appropriate collective agreement, if applicable and/or the MEBAC agreement.

If an employee's benefit payments have been terminated and the employee has not been suspended or terminated, the employee may request that he/she be deemed to be on an unpaid leave of absence, for up to 30 days, in order facilitate an appeal. If the leave is to extend beyond the initial 30 day period, the employee must apply for a leave of absence and pay their own share of benefit premiums. The City will not unreasonably reject such leave of absence requests until the appeal period has expired or until the appeal process is concluded (assuming the employee makes every effort to expedite the appeal).

3.03 Maternity Leave

3.03(1) Definition of Maternity Leave

A maternity leave is defined as the total time off work, before and after the birth of a child, including some health-related portion.

An employee shall be entitled to maternity leave if a pregnancy ends within sixteen (16) weeks of the estimated due date but does not result in a live birth.

3.03(2) Conditions for Maternity Leave

A pregnant employee, who has ninety (90) days of continuous service, shall be entitled to maternity leave without pay for a period not to exceed sixteen (16) weeks.

An employee who is granted maternity leave shall continue to accumulate service and seniority (if applicable) for the duration of her leave.

During the health-related portion of a maternity leave, a pregnant employee may be eligible for benefits as any other employee who is absent on disability leave.

During the first six (6) months of her pregnancy, such employee shall apply in writing to her immediate Exempt supervisor for maternity leave and include the estimated delivery date and the commencement date of the maternity leave

Maternity leave shall start at the time designated by the employee within thirteen (13) weeks of the estimated delivery date, but no later than the date of the birth of the child.

If, in the opinion of her physician, an employee's pregnancy is interfering with her ability to perform the duties of her position, The City will make every reasonable effort to accommodate her in her own, or an alternate, position until the start date of her maternity leave. If her physician determines that she is unfit to work in any capacity, she may be eligible for benefits as any other employee who is absent or on sick leave. If she is in receipt of short or long-term benefits prior to the date she had designated to commence maternity leave, this period of absence will not be included as part of her maternity leave. If she is not eligible for benefits, she may be placed on a general leave of absence without pay until such time as she commences her maternity leave. This period of absence will not be included as part of her maternity leave.

An employee who has been granted a maternity leave must comply with the conditions governing leaves of absence without pay as established in Section 1 – Conditions of Leave of Absence without Pay.

3.03(3) Payment of Benefits While on Maternity leave

Prior to commencing her maternity leave, the employee will be required to pay for:

- the non-health-related portion of the maternity leave,
- the employee's share of the premiums for applicable benefits, and
- any other levies normally in force had such leave of absence not been granted.

3.03(4) Return from Maternity Leave

An employee returning to work from maternity leave shall be reinstated to the same or an equivalent position as the one held at the time maternity leave commenced, without claim to any promotions effected during leave of absence.

3.03(5) Vacation Accrual

When an employee is on a legislated leave of absence and/or a maternity leave, parental leave or family leave under this Policy, their vacation entitlement will continue to accrue for the first 12 months of such leave.

4.0 Parental Leave

4.01 Eligibility

A biological or adoptive parent, with ninety (90) days continuous service, is entitled to a parental leave without pay of up to sixty-two (62) weeks for the care of a newborn or newly adopted child.

4.02 Timing of Leave

Parental leave is available within seventy-eight (78) weeks of when the child is born or is placed with the adoptive parent.

4.03 Notice Required

Employees shall provide reasonable notice of intent to take parental leave. Where possible, he/she will provide at least two (2) weeks of written notice.

4.04 Sharing the Leave

If The City employs both parents, they may share the leave of absence, with the total leave not to exceed sixty-two (62) weeks. The parents may be granted leave simultaneously, subject to operational requirements.

4.05 Payment of Benefits While on Parental Leave

Prior to commencing a parental leave which exceeds 30 consecutive days, the employee will be required to pay for:

- the employee's share of the premiums for applicable benefits, and
- any other levies normally in force had such leave of absence not been granted.

4.06 Terms and Conditions

An employee who has been granted a parental leave must comply with the conditions governing leaves of absence without pay as established in Section 1 – Conditions of Leave of Absence without Pay.

5.0 Birth / Custody Leave

Upon request, an employee who is to become a parent (excluding one who is already on maternity or parental leave) shall be entitled to a one-day leave of absence with pay:

- for attending the delivery of the child, or
- for attending to the release from hospital of the spouse or domestic partner who has given birth, or
- on the day of first obtaining custody of a child who has been legally adopted.

6.0 Family Leave

Family Leave is an unpaid leave of absence for use by eligible employees in caring for ill or elderly family members for an extended period of time.

The City of Calgary Family Leave may apply in circumstances which are similar to those contemplated by the Compassionate Care Leave and Critical Illness Leave as provided by the Employment Standards Code. An employee who has accessed, and exhausted, one of these legislated leaves under the ESC may then apply for Family Leave. The employee must meet the eligibility criteria for City of Calgary Family Leave and such leave is granted subject to operational requirements.

6.01 Eligibility

Full-time and part-time employees (both permanent and temporary), who have 90 days service with The City are eligible for family leave.

6.02 Duration

Family leave can be granted in daily, weekly or monthly blocks of time, with a maximum duration of one year. In exceptional circumstances, the employee's immediate exempt supervisor may approve an extension of the leave beyond one year to a maximum of two years after consultation with Human Resources.

6.03 Priority

Requests for such leave shall be given priority over other requests for unpaid, general leaves of absence for personal reasons.

Family leave shall be granted subject to the needs of the operation.

6.04 Seniority and Service-Related-Entitlements

An employee on family leave is considered to be continuously employed for the purpose of calculating years of service.

When an employee is on a legislated leave of absence and/or family leave under this Policy, their vacation entitlement will continue to accrue for the first 12 months of such leave.

6.05 Reduction in Hours of Work

If an employee requests, consideration shall be given to reducing the employee's hours of work to accommodate responsibilities for an ill or elderly family member.

6.06 Alternative Employment

Similarly, where there is an opportunity within the Corporation for alternative employment that would allow an employee to meet her / his responsibilities to an ill or elderly family member, consideration will be given to transferring the employee to the suitable vacancy.

6.07 Operational Needs

Reduction in hours of work, or movement of employees for this purpose, shall be implemented upon consideration of the needs of the operation and following consultation and concurrence of the appropriate union officials, when required.

6.08 Terms and Conditions

An employee who has been granted a family leave must comply with the conditions governing leaves of absence without pay as established in Section 1 – Conditions of Leave of Absence without Pay.

Section 7 - Self - Funded Leave of Absence

The Self-Funded Leave of Absence Plan is designed to allow employees to defer a portion of their salaries for the purpose of funding an unpaid leave of absence, which can be used for career development or personal growth opportunities.

7.01 Plan Administration

The Plan will be administered by Human Resources in accordance with the Self-Funded Leave of Absence Plan.

7.02 Eligibility

All permanent employees are eligible to apply for participation in the Plan.

7.03 Contributions and Leave Period

Employees may defer receipt of up to one-third (1/3) of their gross salary for a maximum period of six (6) years. The amount contributed may be adjusted once a year by written request to the Plan Administrator, but the length of the contributory period cannot be changed.

The leave must be for at least six (6) consecutive months, but no more than twelve (12) consecutive months, and must begin within six (6) years of enrolment in the Plan.

The employee must return to City employment for a period of time at least equal to the length of the leave.

Employees are not eligible to apply if it is reasonably anticipated that they will retire prior to the commencement of the leave period.

During the leave period, employees are entitled to normal benefit coverage on the condition that the employee pays his/her portion of all required premiums in a lump sum prior to the commencement of the leave.

The general conditions of a Leave of Absence Without Pay (Section 1, Clauses 1.03, 1.04, and 1.07 – 1.14) are applicable to Plan participants.

7.04 Approval

Applications must be approved by the appropriate business unit director, based upon the recommendation of the responsible Manager and subject to the operational requirements of The City.

Section 8 - Jury Selection / Jury Duty

Subject to the provisions of an applicable collective agreement where they are different.

8.01 Court Attendance

Where an employee is required to attend court for the purpose of jury selection and / or to serve as a juror in any court and such attendance requires time off work, the employee shall be granted leave without loss of regular pay for regular time missed provided:

- the employee immediately advises his / her immediate Exempt supervisor of the requirement for a leave of absence and submits a Request for Leave of Absence for Witness Subpoena, Notice to Attend, Jury Selection or Jury Duty form with a copy of the Juror Summons;
- the supervisor submits the form and the copy of the Juror Summons to the City Solicitor and General Counsel or their designate, in advance of the requested leave or as soon thereafter as possible;
- the employee submits any pay received for jury duty (excluding any portion designated for expenses such as travelling and meals) to The City through the City Solicitor and General Counsel's Office Administrator;
- the employee confirms the amount of time spent in jury selection or jury duty to their immediate Exempt supervisor

8.02 Jury Duty Exemptions

Municipal employees are not exempt from jury duty.

Jury duty exemptions are provided for in the Jury Act of Alberta, as amended from time to time. For example, members and employees of any police force as well as probation officers and lawyers are exempted from jury duty.

Note: An employee who believes that he/she meets the exemption criteria as set out in the Jury Act of Alberta must apply for exemption as soon as possible after receiving the notice of being selected for jury duty by:

- completing the appropriate section of the Summons and
- forwarding it to the person or office specified on the Summons (e.g., Jury Management Office, Province of Alberta).

Section 9 - Witness Duty

Subject to the provisions of an applicable collective agreement it is different:

9.01 Witness Attendance at Court

When an employee has been served with a subpoena or notice to attend Court as a witness, or to give evidence, including the production of City documents, and such attendance requires time off work, the employee shall be granted such time off without loss of regular pay for regular time missed for that time spent executing their Court duties provided:

- the duty or evidence arises out of the course and scope of the employee's employment with The City, as determined by the City Solicitor and General Counsel or their designate;
- the employee immediately advises her / his immediate Exempt supervisor of the requirement for a leave of absence and submits a request for Leave of Absence For Witness Subpoena, Notice to Attend, Jury Selection or Jury Duty form with a copy of the court document;
- the supervisor submits the form and the copy of the subpoena to the City Solicitor and General Counsel or their designate in advance of requested date(s) of leave;
- the employee submits any pay received for witness duty (excluding any portion designated for expenses such as travelling and meals) to The City through the City Solicitor and General Counsel's Office Administrator; and
- the employee confirms the amount of time spent as a witness or giving evidence to their immediate Exempt supervisor.

9.02 Consultation with Law

(1) When an employee has been issued a subpoena to appear at court on a matter which arises as a result of their employment with The City, the employee must contact the City Solicitor and General Counsel or their designate, to determine what is required at the trial.

(2) In no case should the employee deal directly with the lawyer in question until clearance has been obtained from the City Solicitor and General Counsel or their designate.

9.03 Non-Employment-Related Witness Duty

Where the duty or evidence does not arise out of the course and scope of the employee's employment with The City, the City Solicitor and General Counsel or their designate may determine whether it is in the public interest (i.e. an act of good citizenship) for The City to grant a leave without loss of regular pay for the regular time missed. If such leave is granted, the employee will then follow the provisions 9.1.2, 9.1.3, 9.1.4 (above).

Where the City Solicitor and General Counsel or their designate does not grant a leave of absence with pay, the City Solicitor and General Counsel or their designate shall

inform the employee's immediate Exempt supervisor of that decision. The supervisor will then inform the employee, who can request vacation leave, lieu time, or an unpaid Leave of Absence.

Section 10 – Time Off for Religious Observance

10.01 Requests for leave of absence without pay for religious purposes will be considered or may be required in accordance with the City's policy on the Duty to Accommodate in Employment.

Section 11 - Bereavement leave

11.00 Bereavement leave provisions for unionized employees are addressed in the applicable collective agreement.

The provisions for a bereavement leave for Exempt employees are as follows:

11.01 Immediate Family

A leave of absence with pay will be permitted by the immediate Exempt supervisor for seven (7) consecutive calendar days, so that an employee may carry out responsibilities incurred by the death of an immediate family member. The employee will be paid for their normal working days during the leave period granted.

For this purpose, an immediate family member is defined as current spouse (including common-law or same gender spouse), parent, step-parent, guardian, brother or step-brother, sister or step-sister, child, step-child, foster child or ward, grandparents or step-grandparents of the employee, grandchild or step-grandchild, or related dependents living in the household of the employee.

11.02 Bereavement Leave for Non-Immediate Family Member

Subject to operational requirements, a leave of absence with pay of up to seven (7) consecutive calendar days may be permitted at the discretion of the immediate Exempt supervisor to address the demise of the employee's parent-in-law or step parent-in-law, brother-in-law or step brother-in-law, sister-in-law or step sister-in law, grandparent-in-law or step grandparent-in-law.

11.03 Attending A Funeral Service

Leave of absence with pay to attend funeral services only of persons related more distantly than those listed above may be granted at the discretion of the immediate Exempt supervisor.

11.04 Additional Time

In addition to the above-specified days, additional leave without pay may be granted upon request, subject to operational requirements.

11.05 Interruption of Vacation

An employee, who is on vacation at the time of the death of a family member (as defined under 11.01 or 11.02) shall not be disentitled to bereavement leave if he/she are required to interrupt their vacation to attend the funeral or assume responsibilities arising from the death.

That portion of their vacation, which may be subsequently approved as bereavement leave, will be rescheduled at the employee's request to a mutually convenient time.

11.06 Bereavement Leave following Pregnancy Loss

As a result of pregnancy loss, a leave of absence with pay of seven (7) consecutive calendar days will be permitted. The employee will be paid for their normal working days during the leave period granted. Those eligible for the leave are:

- the person who was pregnant;
- the spouse (including common law or same gender spouse) of the person who was pregnant;
- any other person who would have been a parent of a child born as a result of the pregnancy (including adoptive or surrogate parents).

“Pregnancy loss” is defined as any situation where a pregnancy ends other than in a live birth.

SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

References to related corporate-wide procedures, forms and resources

- [My HR](#) intranet website
- [Leaves of Absence](#) HR intranet website

References to related [Council policies](#), bylaws and [administration policies](#)

- Duty to Accommodate in Employment Policy (Administration Policy HR-EMP-001)
- Exempt Staff Policy Statement (Administration Policy HR-LR-006)
- Labour Relations Policy (Administration Policy HR-LR-002) – Resignation Notice
- Military Leave for Reservists (Administration Policy HR-TR-001)

Other references and resources

- IAFF 255 Benefits
- [Jury Act of Alberta](#) and Jury Act Regulation
- [Local Authorities Pension Plan](#)
- [Municipal Employees Benefit Association of Calgary \(MEBAC\)](#)
- [Special Forces Pension Plan](#)

REVISION HISTORY

Review Date	Description
2023 April 04	<ul style="list-style-type: none"> Added new section to Section 11 – Bereavement Leave; 11.06 Bereavement Leave following Pregnancy Loss – effective date 2023 April 04
2018 May	<ul style="list-style-type: none"> Updated to reflect 2017 Employment Standards legislative changes Updated Jury/Witness Duty Added Exempt Bereavement leave
2010 September 28	<ul style="list-style-type: none"> Added Related Resources/Documents Section Updated all hyperlinks
2008 September 26	<ul style="list-style-type: none"> Added to Section 1.11 clause for supervisors to contact employees regarding any potential redeployment or lay-off prior to returning from leave.
2008 April 01	<ul style="list-style-type: none"> Removed from the Labour Relations Policy to stand alone. Migrated to Administrative Policy Template and renumbered.
2004 09 21	Chapter 30: Exempt Staff Policy Statement and Chapter 32: Labour Relations (in the hard-copy-based editions of the Administration Manual)