



Policy Name: Employee Absences	Policy Number: D3
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Policy Statement:

The SAOC shall maintain standards for the administration of absences from work for all employees.

Purpose:

To establish guidelines for employee absences.

Related Policies	
Review Plan: 5 years	Review Date: February 2020
	Ratification Date: February 9, 2010



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Procedure:

A. Paid Leave

1. Paid leave is administered on the following basis, per year:
 - a. Sick leave (1 day per month)
 - b. Jury duty/witness summons (as required)
 - c. Illness within the immediate family (4 days)
 - d. Bereavement for immediate family (4 days)
 - e. Attend funeral as a pall-bearer or mourner (1 day)
 - f. Travel time for illness within the immediate family or bereavement (2 days)
 - g. Executor estate (2 days)
 - h. Disaster conditions (2 days)
 - i. Be present at birth or adoption proceedings of employee's child (1 day)
 - j. Writing exams for courses approved by the employer (as required)
 - k. Statutory holidays and college closure days (see attached chart)
2. Employees on a paid leave are to receive full time wages for the duration of their allowed leave. Any time taken off beyond the above times outlined will not be paid.
3. Sick leave of more than three consecutive days must be accompanied by a doctor's note in order to receive compensation.
4. Employees that take leave for jury duty/witness summons will only receive the difference between compensation paid by the court and the employee's regular full time pay for the duration of the summons. Documentation of court compensation must be provided.
5. Acceptable disaster conditions include, but are not limited to: Floods, fire, tornadoes, and other "acts of God" that cause the employee personal property damage or personal injury.
6. Employees who are still in a probationary period are not eligible for paid sick leave or paid absences.

Supporting Documents: Alberta Employment Standards	
Review Plan: 5 years	Review Date: February 2020



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Procedure:

7. Temporary staff may not be eligible for any leave of absence.

B. Unpaid Leave

1. Unpaid leave is administered on the following basis:
 - a. Maternity leave (up to 12 months)
 - b. Legitimate personal reasons (up to 12 months)
2. Maternity leave shall be administered according to the minimum requirements of the Alberta Employment Standards Code.
3. Legitimacy of personal reasons shall be determined by the Office Manager and/or the Executive Council.
4. Temporary staff may not be eligible for any leave of absence.

C. Vacations

1. Vacation pay is administered as per individual contract.
2. Salaried employees who have worked for SAOC for at least one calendar year will be entitled to 10 working days vacation time, unless otherwise stated in the employee's contract.
 - a. No more than half of an employee's vacation time may be taken consecutively during the regular Olds College school year (September to April), not including reading week or Christmas holidays unless other arrangements have been approved by the Office Manager and/or Executive Council.
3. Full-time hourly employees' vacation pay is calculated as per Alberta Employment Standards (4%) and paid out upon request of vacation time.
4. Part-time/Temporary/Special Contract employees' vacation pay is calculated as per Alberta Employment Standards (4%) and paid out on each paycheck.

Supporting Documents: Alberta Employment Standards	
Review Plan: 5 years	Review Date: February 2020

Statutory Holidays:

New Year's Day (January 1st)

Family Day (3rd Monday in February)

Good Friday

Easter Monday

Victoria Day (May)

Canada Day (July 1st - if July 1st falls on a Sunday, July 2nd replaces it as the statutory holiday)

Civic Holiday (1st Monday in August)

Labour Day (1st Monday in September)

Thanksgiving Day

Remembrance Day (November 11th)

Christmas Day (December 25th)

Boxing Day (December 26th)

College closure days are administered by Olds College as per Olds College Policy D4 and published in the Olds College Calendar of Events