

## **453 SUPPORT STAFF – HOLIDAYS, LEAVES AND BENEFITS**

The Division has established benefits for staff not covered by a collective agreement.

Employees not covered by contracts or agreements shall be granted the following benefits:

### **1. Annual Vacation**

- a. After one year of service employees shall be granted 15 working days vacation.
- b. After eight years of service employees shall be granted 20 working days vacation with pay.
- c. After twelve years of service employees shall be granted 25 working days vacation with pay.
- d. Employees are encouraged to use full vacation entitlement within the year.
- e. Annual vacation should be scheduled at appropriate times and approved by the supervisor in advance. Whenever possible, vacation during peak work periods should be avoided.
- f. An accumulative maximum of five days may be carried forward to the following calendar year. The maximum accumulated vacation days, beyond the annual entitlement, is twenty (20).

### **2. General Holidays**

- a. The Division recognizes the following holiday periods, where employees shall not be required to work and, if required to work, shall be paid time and one half for these days: New Year's Day, Alberta Family Day, Good Friday, Victoria Day, July 1<sup>st</sup> (August Heritage Day), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, (Boxing Day). These days are paid according to the Labour Standards eligibility guidelines.
- b. If employees are not required to work on the above statutory holidays, then no additional time off or compensation shall be provided.
- c. Division offices will be closed for the period of days between Boxing Day and New Year's Day inclusive.

### **3. Sick Leave**

Sick leave benefits are sponsored by the Division and will be granted with pay for the purpose of obtaining necessary medical or dental treatment or on account of injury, illness or disability to the extent hereinafter provided.

- a. Sick leave shall be granted to permanent employees on the basis of 1.5 working days per month. The unused portion of this sick leave in any year may be accumulated to a maximum of 90 calendar days.
- b. At the request of the Superintendent, a certificate from the employee's attending medical or dental practitioner may be requested when the absence is for a period of three or more days.

### **4. Maternity, Adoption and Parental Leave**

Maternity, Adoption and Parental Leave requests are to be submitted through the CRSD Employee Portal. Please refer to the applicable collective agreement for your employee group or to the CRPS Employee Handbook for out-of-scope employees for details pertaining to maternity, adoption and parental leaves.

### **5. Other Leaves**

#### **a. Short term leaves**

Additional leave for any other purpose, may be granted at the discretion of the Superintendent with or without pay. Short term leaves of absence are governed between Canadian Rockies School Division and the current CUPE 4306, CUPE 37 Collective Agreement, or the Out of Scope Handbook, whichever is applicable. The Division recognizes that the basis for approval or non-approval of requests for such leaves should be the nature of the request, the effect on school operations, and the cost to the Division.

The Superintendent, in consultation with the Principal, shall determine that the case in question falls into one of the following categories:

- i. Leave not granted.
- ii. Leave without pay granted for a specified period, the Division to assume the cost of a substitute.
- iii. Leave with pay granted for a specified period.

#### **b. Long Term Leaves of Absence**

##### **Guidelines**

- i. Support Staff may be granted a long-term leave of absence for up to one year.
- ii. Leaves granted under this procedure are granted with the

understanding that there is the assurance of a position on completion of the leave. The position may be in a different school as long as it remains within the qualifications of the staff member.

- iii. Support staff granted leave under this procedure shall not be eligible for experience increments for the period of the leave.
- iv. Leaves granted under this procedure will be without pay.

### **Procedures**

- i. Interested support staff shall apply to the Superintendent for a leave for the following school year by March 1st of the preceding year.
- ii. The aforementioned requests shall be considered and the successful candidate(s) notified by June 1st by the Superintendent.
- iii. A support staff member on leave shall give notice in writing to the Superintendent of their intention to return to duties either by March 1st to return to duties at the beginning of a school year, or by October 31st to return to duties at the beginning of semester two of a school year. Failure to comply shall be considered as a resignation.

## **6. Pension Plan**

Participation in the Local Authorities Pension Plan is a condition of employment for all eligible employees.

## **7. Welfare Benefits**

The employer will provide benefits as offered through the Alberta School Employees' Benefit Plan.

### **References**

Section 33,52,53,68,196,197,204,222,225 Education Act  
Employment Standards Code  
Labour Relations Code

### **History**

Developed: August 2003  
Amended: June 2020  
Amended: February 2021  
Amended: March 2022  
Amended: March 2023