



# Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Leaves/Retirement	HR-009	085/22	March 29/2022	2	NO

**Policy Objective:**

To establish a Policy on the regulations for Leave of Absence/Bereavement/Retirement

**Background:**

1. On occasion, employees may require a leave of absence, bereavement leave, compassionate leave, Civic Duty Leave, or Maternity/Paternity Leaves;
2. As well for retirement the Municipal Employees Pension Plan requires that each Town of Blaine Lake must assign the appropriate staff member as the authorized official to complete Retirement Declaration Forms.
3. The Town of Blaine Lake respects and acknowledges the years of service that is given by each employee within the Town of Blaine Lake.
4. The Town may acknowledge their years of service and set a policy to show this acknowledgement. With this the Council may complete a recognition program.
5. There are members of the staff who have provided the Town with many years of service and continue to serve.

**Policy:**

1. **Definition**
  - a. "Immediate Family" member shall include spouse, child, parent, sister, brother, mother and mother-in-law, father and father-in-law, grandparent, grandchild, common-law spouse, guardian, fiancée or some other person with whom the employee has had a similar relationship with.
2. **Leaves of Absence**
  - a. No leaves of absence will be considered until an employee has been employed by the Town of Blaine Lake for a period of 1 year unless otherwise governed by the Legislated Statutes.
  - b. Mayor and Council must address any leave of absence requests
3. **Bereavement Leave**
  - a. An employee shall be granted 3 consecutive days paid leave in the case of death of an "Immediate Family" member.
    - i. or for any other person for whom the employee may be required to deal with funeral arrangements.
  - b. An employee may request extended bereavement leave without pay.

HR-009

TOWN OF BLAINE LAKE

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Replaced – Res # N/A

  
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- c. If an employee has not been employed by the Town of Blaine Lake for 1 full year, permission for paid bereavement leave must be granted by Council
  - d. Bereavement leave must be approved by Council, however, where timing is a factor, the Mayor may grant approval
- 4. Compassionate Leave**
- a. An employee may be granted 3 consecutive days paid leave in the case of a serious illness in an Immediate Family member.
  - b. An employee may request extended compassionate leave without pay
  - c. If an employee has not been employed by the Town of Blaine Lake for 1 full year, permission for paid bereavement leave must be granted by Council
  - d. Compassionate leave must be approved by Council.
- 5. Civic Duty Leave**
- a. Full time employees who are called for or who are actively serving on jury duty, or who are required to appear as a witness in a court case, shall be granted paid leave.
  - b. In the even that the courts compensate an employee for jury duty, the Town of Blaine Lake will pay the employee the difference between the employee's regular pay and what they are paid by the courts.
  - c. Employees servicing jury duty are required to report to work whenever court is not in session with the exception of a sequestered jury.
  - d. No overtime will be paid for civic duty leave
- 6. Parental Leave**
- a. After 13 weeks of employment any employee shall be entitled to Maternity/Adoption/Parental leave.
  - b. Maternity/Adoption/Parental leave would be granted as per the Labour Standards Act
  - c. The period may be extended where circumstances, in the opinion of the employee's Doctor requires or recommends an extend leave. The employee would be required to provide a Doctor's certificate
- 7. Retirement**
- a. Appointments
    - i. The CAO shall be appointed as the representative for the Town of Blaine Lake in completing the Retirement Declaration Forms for all staff members.
    - ii. In the case of the CAO retiring, then the Mayor shall be the appointed designate.
  - b. Retirement Recognition
    - i. Provide the employee a Service Award noting the years of Service
    - ii. Retired employee and spouse will be invited to the final Christmas Supper.

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