



Time Away From Work Policy

Policy Number: HR-007

Date in Effect: May 27, 2025

POLICY STATEMENT

- 1 The Town of Canmore provides time away from work for a variety of reasons. The Town appreciates the work of all Employees and wants Employees to understand their eligibility for time away from work for personal, family, and other outside needs and obligations.

176-2021

- 2 At the same time, it is necessary to place reasonable limits on time away from work, and to ensure that all Employees are treated fairly, and consistently in dealing with time away from work.

176-2021

PURPOSE

- 3 The purpose of this policy is to establish the types of time away from work to which Town Employees are eligible. It does not refer to days of rest that are a normal part of an Employee's weekly work schedule.

- 3.1 This policy applies to all Town Employees, except:

- a) Those governed by a collective agreement;
- b) Where an employment contract specifically outlines a contrary guideline.

176-2021

- 4 Should any part of this policy not meet at least the minimums required under current legislation, the legislation will prevail.

DEFINITIONS

- 5 In this policy:

- a) "Employee" means any Employee, supervisor, or manager.

176-2021

- a.1) "Exempt Employee" means managers, supervisors, and other professionals deemed exempt from hours of work and overtime rules under the Alberta *Employment Standards Code* and Regulation.

151-2025

- b) "Extraordinary Circumstances" means unexpected events that occur outside of the control of the Town that cause disruption to the Town's ability to deliver services or interrupt a group of Employees' ability to report to work.

184-2020

- c) "Full Time Equivalent (FTE)" means the ratio of an Employee's regularly scheduled hours compared to that of the Regular Work Week for that position.

Policy approved by:

- d) "Immediate Family Member" means spouse, parent, child, sibling, parent-in-law, sibling-in-law, child-in-law, grandparent, and grandchild. Exceptions for unique circumstances may be approved at the discretion of the CAO.

151-2025

- e) "Permanent Full Time Employee" means any Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 1.0 FTE for that position

151-2025

- f) "Permanent Part Time Employee" means any Employee hired on a permanent basis whose employment contract commits to regularly scheduled hours of at least 0.6 FTE for that position.

- g) "Regular Work Week" means the normal weekly work hours, where a week is Sunday to Saturday. For the purposes of this policy, the Town recognizes three Regular Work Weeks:

35.0 hours	Administrative Employees - typically office workers, supervisors, managers
37.5 hours	RCMP municipal Employees
40.0 hours	Operational Employees - typically front-line workers

151-2025

- g) "Sick Day" means paid time off to care for one's own physical and mental wellbeing for non-work-related reasons, to attend medical appointments, or for short term care of an Immediate Family Member who is ill. It does not include paid time off for work-related illness or injury, which must immediately be reported to the Employee's supervisor and to the Alberta Workers' Compensation Board (WCB), who will assess and, if eligible, pay for any missed work.

151-2025

- h) *Repealed 176-2021*

VACATION

- 6 Permanent Full-Time Employees and Permanent Part-Time Employees will be provided vacation time off with pay as follows:

- a) Vacation Eligibility Grid

	Vacation Amount (Weeks) Per Calendar Year	
	Regular Plan	Exempt Employee Plan
On your start date	3 weeks	4 weeks
On your 5 th anniversary	4 weeks	5 weeks
On your 10 th anniversary	5 weeks	6 weeks
On your 15 th anniversary	6 weeks	7 weeks

151-2025

- 7 *Repealed 176-2021*

- 8 *Repealed 176-2021*

- 9 With the HR Manager or designate's approval, a candidate for hire whose years of experience is both substantial and directly related to the position sought, may negotiate a starting annual vacation amount greater than that outlined under section 6.

176-2021

Policy approved by: CT SE

10 *Repealed 176-2021*

11 Notwithstanding section 15, at no time will any Employee be eligible for an annual vacation amount greater than the maximums outlined in section 6.

176-2021

12 *Repealed 176-2021*

SICK DAYS

13 Permanent Full-Time, Permanent Part-Time, temporary full-time, and temporary part-time Employees are eligible for up to 12 paid Sick Days per calendar year.

176-2021

14 Sick Days are only available in the year in which they are allocated, and do not carry over to subsequent calendar years.

176-2021

SHORT-TERM MEDICAL LEAVE

15 All Town Employees are eligible for job-protected short-term medical leave in compliance with *Alberta Employment Standards Code* and Regulation.

176-2021; 151-2025

JOB-PROTECTED LEAVES

16 All Employees are eligible for job-protected leaves equivalent to those specified in the *Alberta Employment Standards Code and Regulation* and in compliance with *Alberta Human Rights Act* unless otherwise specified below.

176-2021; 151-2025

OTHER LEAVES

17 *Repealed 176-2021*

18 *Repealed 176-2021*

19 In addition to all provincially regulated leaves, Permanent Full-Time Employees are eligible for the following:

a) Bereavement Leave

i) Paid time off work equivalent to up to one Regular Work Week for the purpose of grieving the loss of an Immediate Family Member.

151-2025

ii) In the event that an Employee requires more time off to grieve, annual vacation or an unpaid leave may be granted at the discretion of the Employee's manager.

b) Funeral Leave

i) Paid time off work equivalent to up to one regular workday for the purpose of attending the funeral, or like ceremony, for a non-Immediate Family Member or friend.

151-2025

Policy approved by:

 

c) Parent's Leave

- i) Paid time off work equivalent to one regular workday for the purpose of attending the delivery of their new child, the release from hospital of their new child, or the arrival of their newly adopted child.

151-2025

MATERNITY LEAVE AND PARENTAL LEAVE20 *Repealed 176-2021***JURY OR WITNESS DUTY**21 *Repealed 176-2021***UNPAID PERSONAL LEAVE**

- 22 In an effort to recognize the need of Employees who require time off outside of the types of leave identified in this policy, the Town may consider an unpaid personal leave of absence.

176-2021; 151-2025

23 *Repealed 176-2021***EXTRAORDINARY CIRCUMSTANCES**

- 24 In the event of Extraordinary Circumstances, the CAO may implement a temporary Corporate Directive for additional short-term paid time off and/or unpaid leave of absence. The Corporate Directive:

- a) Shall be for a defined period of time;
- b) May allow for up to a maximum two paid work weeks, based on an Employee's regular and/or scheduled work week; and
- c) May include all Employee statuses.

184-2020

RESPONSIBILITIES25 *Repealed 176-2021*

- 26 It is the responsibility of the Manager of Human Resources or designate to:

- a) *Repealed 176-2021*
- b) Ensure this policy remains complaint with applicable legislation.

27 *Repealed 176-2021*

- 28 It is the responsibility of general managers, managers, and supervisors to:

151-2025

- a) Understand this policy and associated procedures and be able to answer questions about Time Away From Work for their direct reports.

151-2025

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- b) Ensure their direct reports receive an orientation to this policy.

151-2025

POLICY REVIEW

- 29 This policy will be reviewed once per term of Council.

151-2025

RELATED DOCUMENTS

Alberta *Employment Standards Code* and Regulation

Alberta *Human Rights Act*

Alberta *Jury Act*

REPEALS POLICY: Vacation Policy 267-2014 and Leave of Absence Policy 321-2011

AUTHORIZATION:



Sean Krausert
Mayor



Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	1990-08-24	207-90	Employee Leave and Leave of Absence
Amended	1992-02-11	67-92	Employee Leave and Leave of Absence
Repealed	2010-04-06	162-2010	
Approved	1992-06-23	296-92	Vacation Program and Procedure
Repealed	2011-08-23	322-2011	
Approved	2011-08-23	321-2011	Leaves of Absence
Repealed	2017-06-27	208-2017	
Approved	2011-08-23	322-2011	Vacation
Repealed	2014-10-21	267-2014	
Approved	2014-10-21	267-2014	Vacation
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Time Away From Work HR-007
Amended	2018-08-18	184-2020	Addition of Extraordinary Circumstances and reforming of section numbers
Amended	2021-07-06	176-2021	Alignment with provincial legislation and inclusion of Sick Days for additional Employee classes
Amended	2025-05-27	151-2025	Amend Sick Days definition, allow for CAO to approve exceptions along with housekeeping items.

Policy approved by:

