



Procedure

Procedure Name	<i>Special and Other Leaves – Management and Excluded Employees</i>		
Procedure #	HR 1.13	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	December 16, 2022

1.0 Purpose/ Background

Access to paid and unpaid leave provides employees with a means to achieve a balance between professional and personal responsibilities in a manner that benefits both the employee and NAIT.

2.0 Definitions

Term	Definition
Eligible Family Member	Includes spouse, son or daughter, mother or father (and in-laws), grandchild or grandparent, brother or sister, aunt or uncle, niece or nephew, the spouse of any of them or any other family member as specified in Alberta Employment Standards Act
Excluded Employee	Non-Management employee who is not covered under a Collective Agreement and is paid on the MAE pay grid at level 19 and under
Immediate Family Member	Includes spouse, son or daughter, mother or father (and in-laws), sibling, or any individual for who the employee has legal guardianship responsibilities
Leader	Employee with direct reports and the authority to approve or deny requests
Management Employee	Employee whose position has been classified as Management based on job function, who is not covered by a Collective Agreement and is paid on the MAE pay grid at a level 20 and over
Primary Caregiver	The person who takes primary responsibility for an immediate family member who cannot fully care for themselves

3.0 Procedures

3.1 General

- 3.1.1 NAIT's policies and procedures regarding employee leaves will align with provincial and/or federal legislation. This procedure applies to salaried employees of NAIT who are not covered under a collective agreement.
- 3.1.2 Requests for leave or extensions of leave are subject to established approval processes.

- 3.1.3** When possible, leaves should be planned in advance to allow time to arrange cover off so as not to negatively impact operations.
- 3.1.4** Pension implications for leaves without pay are outlined in the NAIT Pension Plan Procedure 1.4.
- 3.1.5** All entitlements are prorated for part time salaried employment.
- 3.1.6** Leaves are with pay unless otherwise stated.
- 3.1.7** For the purposes of this procedure “days” refers to a day where an employee is regularly scheduled or expected to be at work. Consecutive days does not include days of rest.

3.2 Special Leave

- 3.2.1** Special Leave is available to assist employees in achieving an appropriate balance between their work and personal commitments that may arise out of necessity or emergency. Some examples of special leave include but are not limited to:
 - family illness/medical appointment
 - accidents or other urgent situations that could not be foreseen
 - the birth or adoption proceeding of an employee’s child
 - moving of an employee’s personal household effects due to residence change
 - administration of estate where the employee has been designated executor/trix
 - employee’s citizenship hearing or ceremony
 - religious observance
- 3.2.2** Salaried employees are eligible subject to leader approval for leave with pay as outlined in this section to a combined maximum of 10 days in a calendar year.
- 3.2.3** Special Leave is considered income protection for employees and should not be used in the same manner as an entitlement.
- 3.2.4** Time off for absences approved as special leave will be limited to the time required to attend to the circumstances. The absence will not normally extend beyond 3 consecutive workdays per instance without Dean/Director level approval.
- 3.2.5** A leader may require documentation to support the employee’s request for special leave.
- 3.2.6** Employees who take a period of leave that is not approved by their leader as special leave may take the time as leave without pay or utilize an entitlement such as vacation.
- 3.2.7** An employee on vacation leave who must attend to the serious illness or injury of a family member that requires emergency treatment or hospitalization, may request to use special leave for the time required to deal with the circumstance, in place of their vacation, where the maximum days have not been reached

3.3 Role of Leaders

- 3.3.1** Leaders use discretion while reviewing special leave absences and are expected to maintain fairness in the approach and subsequent approval of absences within their department.
- 3.3.2** When a special leave request is received, leaders consider if the time requested to deal with the circumstance is reflective of the time reasonably necessary to deal with such a circumstance.
- 3.3.3** Leaders will ensure all approved special leave or unpaid leave time (where special leave is not approved) is submitted by the employee.

3.4 Bereavement Leave

- 3.4.1** Bereavement may be taken for a period normally not to exceed 5 consecutive workdays for arranging and/or attending a funeral and/or to mourn the loss of an eligible family member. Extensions may be granted for extenuating circumstances upon approval from the leader and in consultation with Human Resources.
- 3.4.2** If travel greater than 300KM one way is required for Bereavement, an additional 2 days for the travel may be approved.
- 3.4.3** Funeral leave not to exceed one day per occurrence may be granted for an employee to attend the funeral for someone other than an eligible family member.

3.5 Court Leave/Jury Duty Leave

- 3.5.1** An employee who is summoned as a juror under the Jury Act or subpoenaed as a witness in a court action (except in legal proceedings initiated by the employee) will be granted leave with pay.
- 3.5.2** Any monies received by the employee while attending court as a juror shall be reimbursed to NAIT upon receipt.
- 3.5.3** NAIT requires the employee to provide proof of service or attendance from an Officer or Clerk of the Court.

3.6 Other Leave without pay

- 3.6.1** An employee is eligible for leaves in this section after 90 days of employment. The employee must provide reasonable verification to qualify for the leave. Return to work notice of 1 week minimum must be provided by the employee for each leave.
- 3.6.2** Compassionate Care Leave will be granted as an unpaid job protected leave up to 27 weeks to an employee for the purpose of providing or arranging for supports and health care to an ill family member who is at significant risk of death within 26 weeks. A medical certificate from a physician or nurse practitioner issued within the last 26 weeks must be provided.
- 3.6.3** Other Leave without pay requests will be reviewed and approved on a case-by-case basis in a fair and reasonable manner and in alignment with Alberta Employment Standards. These requests are intended for unusual or unforeseen circumstances and are not intended to service as a long-term leave. Leader approval is required, and the employee must intend on returning to work with NAIT.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

[Alberta Employment Standards Job-Protected Leaves](#)

[EI Benefits and Leave Information](#)

Document History

<i>Date</i>	<i>Action/ Change</i>
October 25, 2022	Updated to new NAIT procedure format; review date updated; added religious observance