



LAC LA BICHE COUNTY PROCEDURE

TITLE: Special Leave Standard Operating Procedure

PROCEDURE NO: CS-03-016-06

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 General Guidelines

Under certain circumstances special leave with or without pay may be granted to a permanent employee by approval from the appropriate department Manager.

2.0 Special Leave with Pay

Circumstances for which Special Leave with Pay May be Granted:

- **Illness in the immediate family** (spouse, common-law spouse, child, parent of the employee, parent of the employee's spouse or of the common-law spouse) and requiring that the employee provide care to the family member, up to five days may be granted, per circumstance. For the purposes of this SOP, "spouse" shall be as defined in the Extended Health Care Benefits Plan.
- **Upon the birth or the adoption of a child**, two days of Special Leave with pay shall be granted to the employee.
- Requirement of an employee **to discharge his or her duties as the Executor of an estate**, up to five days may be granted.
- **Change of residence location for the employee**, in which case the special leave shall not exceed two days per fiscal year.
- **Natural disaster** such as fire, flood, tornado, as a result of which the employee must personally attend to certain emergency activities, up to five days may be granted.
- **Requirement to assist a law enforcement agency by appearing in a line-up**, in which case the required time shall be considered as special leave.
- **For an employee or a member of the employee's immediate family to attend an appointment with a healthcare professional outside of the Lac La Biche area**, a full day with pay shall be granted. No more than six days per calendar year may be approved for each employee for this purpose.

- **Inclement Weather**

- i. Municipal offices remain open during severe weather conditions unless declared closed by the Chief Administrative Officer (or designate). In the event of a closure, managers are required to make every effort to maintain at least a minimum level of service to the public.
- ii. In the event of inclement weather, employees are expected to make every effort to be at work during their normal working hours. However, the municipality recognizes that inclement weather can create concerns for employees with respect to attending work and employees must use their judgement in determining whether it is safe to travel.
- iii. If an employee is unable to report for work as a result of weather conditions, this time off can be drawn from vacation or other banked time at the employee's request. As an alternative, this time may be considered as unpaid leave. In any case, employees are required to contact their supervisor, or follow other established procedures to report that they will be absent.

At the discretion the Chief Administrative Officer, special leave with pay may be granted in other circumstances. Additionally, the Chief Administrative Officer may grant special leave for a time period exceeding the maximum specified above.

Special leave with pay shall be paid at the employee's regular rate, and shall not include overtime or other premiums.

3.0 Leave without Pay

Using the "Two-Up" approval process, leaves without pay of ten (10) days or less can be approved by the responsible Manager and General Manager. Leaves without pay for more than ten (10) days can only be approved by the CAO.

On leaves without pay, the employee shall be responsible for any benefits premiums which the County would otherwise have been responsible for, had the employee remained on salary or wage.

"Original Signed"
Chief Administrative Officer

November 8, 2013
Date