



# Employee Leave

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## **Bereavement Leave Policy**

At the discretion of the Chief Executive Officer, employees may have Bereavement Leave with pay of up to five working days in the event of a death in the immediate family of the employee or the employee's spouse. Additional travel time may be extended at the discretion of the Chief Executive Officer. Immediate family is defined as parents, brothers, sisters, children and spouse, or others at the discretion of the Chief Executive Officer.

## **Parental Leave Policies**

### ***Maternity Leave***

Maternity Leave will be granted, without pay, to a pregnant employee who has been employed by Chinook Arch for at least 12 months, upon application to the employer.

Maternity Leave shall normally be up to twelve months in duration including any valid health related period that may occur during this time. Maternity leave without pay can commence up to two months prior to the expected date of delivery. The employee shall be allowed a minimum of six weeks leave after the actual date of delivery. This six week period is usually considered to be the "health related" period unless it is medically necessary to leave work earlier. In Alberta, employers are legally required to continue paying the health related part of maternity leave benefit premiums if they pay for employee benefit premiums when their employees are sick.

### ***Paternity Leave***

Paternity Leave may be granted to an employee who has been employed by Chinook Arch for at least 12 months upon application to the employer. Paternity Leave for up to twelve months without pay will normally commence when the spouse has delivered a child. An eligible employee may use up to two weeks of cumulated sick leave to assist with a family member.

### ***Adoption Leave***

Adoption leave may be granted, without pay, to an employee who has been employed by Chinook Arch for at least 12 months upon application to the employer. Adoption Leave shall normally be up to twelve months in duration. Adoption leave will commence on the arrival of the child.

## **Personal Leave Policy**

At the discretion of the Chief Executive Officer employees may be granted up to 2 personal days of absence with pay per year in exceptional circumstances

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## **Sick Leave Policy**

Sick leave is a means of ensuring that an employee will not suffer loss of income in the event of personal illness or illness in the immediate family. Employees earn leave for sick days at the rate of 1.5 days per month. No more than 30 days sick leave may be accumulated. Employees are not entitled to a pay out of unused sick leave at any time.

The employee benefits program includes mandatory Short Term and Long Term Disability coverage for illness that exceeds the sick days available. Employment Insurance Rebates received by Chinook Arch because of the employee paid Short Term Disability program will be returned to the employee as a bonus.

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