

It is the policy of the Board to maintain and improve the conditions of employment between the Board and the employees. The Board will comply with the Employment Standards Act.

1. Probationary Period

The probationary period for newly hired employees shall be six (6) months from the date of hire. The employment of probationary employees may be terminated at any time during the probationary period without recourse of the grievance procedure.

2. Hours of Employment

Employees are to work hours as scheduled by the Head Librarian.

3. Wages

- 3.1. All staff, except for the Head Librarian, are paid an hourly wage.
- 3.2. The Head Librarian is paid a salaried wage.
- 3.3. Employees will be paid at such rates as determined by the Board. Wage increases will be dependent upon performance appraisals given once annually.

4. Holidays

- 4.1. The following shall be considered statutory holidays with pay: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and all civic holidays proclaimed by the City of Brooks and/or the Government of Alberta and/or the Government of Canada shall be recognized as legal holidays.
- 4.2. In the event that anyone of the above mentioned holidays, except Boxing Day, is no longer recognized as such by the Government of Alberta or the Government of Canada, then it shall no longer be recognized as a holiday for the purposes of this Policy.

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- 4.3. Employees eligible for general holiday pay are those who have:
  - 4.3.1. Worked for the employer for at least 30 working days or shifts in the year before the general holiday
  - 4.3.2. Worked their last scheduled shift before, and the first scheduled shift after, the holiday (employees will remain eligible if they have the employer's authorization to be absent for either or both of these shifts).
  - 4.3.3. An employee who is usually scheduled to work on the day of the holiday and does not work is entitled to be paid at regular wages for the day.
  - 4.3.4. An employee who is not usually scheduled to work on the day of the holiday and does not work is not entitled to be paid for the holiday nor an additional day off with pay.
  - 4.3.5. If an employee has an irregular work schedule and the employee has during at least five of the last nine weeks, regularly worked on the day of the week that the general holiday falls, the holiday is to be considered a day that would normally been a workday for the employee.

5. Vacations

5.1. Employees shall not take vacation leave without prior authorization from the Head Librarian.

5.2. Vacation entitlements with pay, shall be as follows:

5.2.1. A full time employee who has completed twelve (12) full calendar months' service as of Dec. 31, shall receive ten (10) work days' vacation. Employees who have completed less than twelve (12) calendar months will received a pro-rated amount based on time of service.

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- 5.2.2. A full time employee who has completed five (5) years' service as of Dec. 31, shall in the subsequent year(s) receive fifteen (15) work days' vacation
  - 5.2.3. A full time employee who has completed ten (10) years' service as of Dec. 31, shall in the subsequent year(s) receive twenty (20) work days' vacation
  - 5.2.4. A full time employee who has completed eighteen (18) years' service as of Dec. 31, shall in the subsequent year(s) receive twenty-five (25) work days' vacation
  - 5.3. Vacation leave may be taken in one continuous period or in separate periods.
  - 5.4. Vacation entitlement for each full-time employee must be taken by January 31<sup>st</sup> of the following year from which the vacation entitlement was granted. Example: For someone who has four weeks paid vacation: 1<sup>st</sup> week in February 2002, 2<sup>nd</sup> and 3<sup>rd</sup> week in July 2002, and the 4<sup>th</sup> week in January 2003. Any vacation time not taken prior to January 31<sup>st</sup> of the following year from which the vacation entitlement was granted is paid as vacation pay to the employee. With written permission from the Head Librarian, vacation time can be carried into the subsequent year.
  - 5.5. Once vacation dates are authorized they shall not be altered, other than in cases of emergency by mutual consent.
  - 5.6. A full time employee shall be paid cash in place of an earned vacation upon termination in which case she/he shall receive vacation pay for such a vacation earned but not taken.
6. Holidays during vacation

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If a paid holiday falls or is observed during an employee's vacation period she/he shall be given an additional day's vacation in lieu of each legal holiday and in addition to her/his regular vacation time

### 7. Vacation Pay

The Employment Standards Code requires that those who are paid a regular monthly salary shall receive their regular rate of pay during the time of their vacation. Those who do not receive a monthly salary shall receive vacation pay as follows:

- In the first four years of employment, minimum vacation pay is four percent (4%) of wages earned.
- In the fifth and subsequent years, minimum vacation pay is six percent (6%) of wages earned.

### 8. Sick Leave

8.1. Each full time employee is entitled to 144 hours per year or twelve (12) hours per month. Sick leave days shall be accumulated from year to year up to a maximum of 400 hours. Extra required time may be granted at the discretion of the Board. Employees shall not be paid for any unused sick leave days.

8.2. After a period of three (3) consecutive days of illness the full time employee shall provide proof of illness from the attending physician to the Head Librarian.

### 9. Compassionate Leave

9.1. An employee shall be granted up to four (4) regularly scheduled consecutive work days without loss of salary or wages, plus allowable travel time, in the case of serious illness or injury in his/her immediate family. Immediate family means spouse (including common-law spouse), son, daughter, mother or father. The leave of absence shall not

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include taking the person to a medical, dental, optical, or other such appointment, unless there is no other family member available to take the person to an appointment.

9.2. An employee shall be granted up to four (4) regularly scheduled consecutive work days without loss of salary or wages, plus allowable travel time, in the event of the death of a spouse (including common-law spouse), parent, guardian, parent-in-law, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, or the husband or wife of any of these.

9.3. Travel time for illness within the immediate family or for bereavement shall mean for travel where long distances or travel from isolated areas are involved.

#### 10. Pallbearer or Mourners Leave

10.1. To attend a funeral as pall-bearer or mourner, for persons not listed above, an employee shall be granted up to one-half day leave without pay plus allowable travel time.

#### 11. Maternity/Parental/Adoption Leave

11.1. As per Alberta Provincial Employment Standards: Part 2 Division 7 of the Employment Standards Code.

#### 12. Days off without pay

12.1. Up to five (5) days without pay per calendar year shall be granted only if the employee's duties and responsibilities can be adequately provided for, and if the employee's performance is sufficient to warrant such leave. Requests for days off without pay shall be submitted to the Head Librarian.

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