

Non-Union Exempt Employees

Terms & Conditions of Employment

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Introduction

The Alberta Health Services (AHS) Non-Union Exempt Employees (NUEE) Terms and Conditions of Employment (Terms and Conditions) outlines the terms of employment for AHS employees exempt from collective bargaining.

The Terms and Conditions contained in this document are subject to review and may be amended at periodic intervals.

The Terms and Conditions replace and take precedent over any former health entity policy, procedure, and terms and conditions document relating to terms of employment.

Guiding Principles

Our Vision, Mission and Values are core statements describing the overall purpose of our organization, how we operate, and what keeps us moving forward. It clarifies what we do, who we do it for, and why we do it.

Vision:

Healthy Albertans. Healthy Communities. Together.

Mission:

To provide a patient-focused, quality health system that is accessible and sustainable for all Albertans.

Values:

- Compassion: We show kindness and empathy for all in our care, and for each other.
- Accountability: We are honest, principled and transparent.
- Respect: We treat others with respect and dignity.
- Excellence: We strive to be our best and give our best.
- Safety: We place safety and quality improvement at the center of all our decisions.

Foundational Strategies:

Using the AHS Health Plan & Business Plan as a roadmap, the foundational strategies were developed to address pressures on the health system and protect the sustainability of safe, high-quality health care delivery.

- Patient First Strategy
- Our People Strategy
- Clinical Health Research, Innovation and Analytics Strategy
- Information Management/Information Technology (IM/IT) Strategy

Goals:

Using the 4 foundational strategies, AHS will achieve the following goals:

- Build a culture of patient-, family- and community-centered care to improve patient experience.
- Improve health outcomes through clinical best practices.
- Ensure our people feel safe, healthy and valued.
- Achieve financial sustainability through operational best practices.

Employment

Recruitment

AHS strives to provide safe, healthy and harmonious working conditions for its employees. AHS is committed to diversity and equity in its employment practices. The [AHS Recruitment and Employment Practices](#) policy and all of the associated policies and procedures are applicable to the recruitment and hiring into all NUÉE positions.

Probation

All new employees shall serve a probationary period of 6 months.

The probationary period allows AHS to evaluate new employees while giving employees time to demonstrate their ability to learn and perform their job. AHS can terminate employment without notice or pay in lieu of notice (except as required by the Employment Standards Code), any time prior to or at the end of the probationary period for failure to successfully complete the probationary period.

The probationary period may be extended up to a maximum of 12 months. Extensions to the probationary period must be communicated in writing to the employee.

Working Environment

Hours of Work

The standard annual hours of work is 2022.75. Employees generally work 7.75 hours per day. Actual work schedules, and potential impact to entitlements, can vary according to business needs and service requirements, within the bounds of employment standards legislation. All examples used within this document related to entitlements (i.e. personal leave days, vacation and statutory holidays) are calculated based on a full-time equivalent (FTE) which is defined as a 5 day work week at 7.75 hours per day and 2022.75 hours per annum.

Any exceptions to the annual hours of work must be approved, including the impact this would have on the calculation of any entitlements.

Redeployment

During emergencies and other critical periods to support patient care and continuity of business operations, you may be reassigned to different sites or to perform different duties than you normally would perform, including work that would normally be done by unionized employees. Hours of work and shift schedules during the redeployment period may also differ from your normal work schedule and is subject to change with short notice. NUEEs being redeployed will have sufficient skills, orientation and training to perform the work, and personal protective equipment will be provided to perform the work safely. Further details and decisions including applicable compensation during a redeployment will be shared at the time these situations occur.

Conduct

Conflict of Interest

AHS is committed to promoting a standard of conduct that preserves and enhances public confidence in the integrity, objectivity, and impartiality of our clinical and business activities. AHS relies on you to uphold these standards by ensuring outside activities or financial interests do not interfere or influence your decision-making processes.

In accordance with the [AHS Conflict of Interest Bylaw](#), you are responsible to avoid potential, perceived or real conflict of interest situations. You are required to promptly disclose and address any conflicts should they arise.

Code of Conduct

The [AHS Code of Conduct](#) outlines the values, principles and standards of conduct that guide our daily actions and interactions. It is your responsibility to understand and comply with the AHS Code of Conduct when acting for, or on behalf of, AHS.

Further information on your work environment (including health, safety, abuse & harassment) can be found within the AHS [Health & Safety](#) and [Workplace Violence: Prevention and Response](#) policies.

Security of Property

All AHS property (including supplies, materials, equipment, vehicles, buildings, etc.) and Information Technology resources, including the Internet, electronic forms of communication (email) and the security of personal and health information are intended for AHS business purposes.

You are responsible for the security and protection of AHS property and Information Technology resources that are entrusted to you. You shall exercise careful judgment when using the Internet, Intranet, email, personal and health information or other [Information & Technology Management resources](#).

Performance

Performance Management and Assessment

The [AHS performance management process](#) supports employee performance, development, and excellence in all job functions in accordance with AHS Values and the principles of a Just Culture. This is achieved through on-going development conversations based on a coaching approach that focuses on individual goals, abilities, and growth opportunities. These skills help employees, their teams and AHS succeed in the organization's objectives of delivering quality, patient-focused healthcare that is sustainable for all Albertans. Development conversations focus on setting goals, sharing feedback, and creating personalized development plans that leverage employee's skills and enhance abilities.

The process is guided by the following:

- [AHS Performance Management](#) procedure.
- Development conversations are ongoing, engaging, meaningful, and focused on employee performance and growth.
- A partnership between the employee and their leader that supports goal-setting, two-way feedback, and self-development that is aligned with the team and organizational goals.
- Our people feel safe, healthy, and valued that helps every employee reach their full potential, and in turn, improves the patient and family experience and outcomes.
- The delivery of feedback is continuous and utilizes input from multiple sources.
- Performance objectives are adaptable and may be modified to meet emerging issues as they arise.
- The method for documenting development conversations is standardized across the organization.
- An annual requirement that leaders must submit records of having at least 2 focused development conversations per NUÉE.

Professional Credentials and Memberships

If you possess professional credentials or membership in a specific professional association or college, that is relevant to your position, it is your responsibility to maintain good standing. In the event your registration, license or membership changes, you must notify your manager as soon as possible.

Professional credentials, membership, or other associated fees that are related to your position, as determined by your manager, may be reimbursed to you. In cases where an additional license is essential to remain accredited, this fee may also be reimbursed. This will be at the discretion of individual managers.

Casual employees are not eligible for reimbursement. Temporary employees with an employment term of 12 months or greater are eligible.

If you are on Maternity or Parental Leave, you are eligible for reimbursement while on leave. Proof of expenditure (original receipts) must be provided and approved by your manager before reimbursement can be made.

Total Compensation

Total Compensation Philosophy

AHS recognizes the importance of attracting, retaining, and motivating employees. The AHS total compensation program rewards individual performance and contribution, while maintaining overall market competitiveness. The AHS total compensation program is governed by the [AHS Total Compensation and Rewards](#) policy.

The [Salary Management Guidelines](#) provide information on the foundational philosophy, guiding principles, approval levels required for the different levels of salary, and additional guidelines of the AHS total compensation program. Salaries that are not in compliance with the Salary Management Guidelines in the absence of proper approvals will be adjusted to comply with the Salary Management Guidelines.

Compensation

Pay Periods

On your designated pay days, AHS Payroll Services deposits pay directly into your bank account or, when required, will issue you an off cycle paycheque. The [AHS Payroll Practices](#) policy outlines AHS's payment and payroll responsibilities.

Overtime and Additional Hours

Ideally work required outside your regular hours should be managed through mutually agreed upon flexible averaging agreements, as discussed with your manager.

In exceptional circumstances, overtime for employees who are eligible (as per Employment Standards Legislation), may be pre-approved by the manager. If so, eligible employees will be compensated at 1.5X their basic rate of pay (BROP) for hours in excess of 8 hours per day and 44 hours per week.

If your regular work shifts are in excess of 8 hours per day or 44 hours per week, overtime will be paid for any time worked beyond regular hours of work. For example, if you typically work 12 hour shifts, overtime will be paid for any time worked greater than 12 hours per day or 44 hours per week.

If you are in a supervisory, managerial, professional, confidential capacity or any other position that is exempt from overtime under Employment Standards legislation you are not eligible for overtime. However in certain exceptional circumstances, when you are required to backfill or cover a front-line position, you may be eligible for compensation for additional hours.

Additional Hours during Emergency Circumstances and Critical Initiatives (Provisions for Managers and Other NUEEs Exempt from Overtime)

AHS recognizes that there are times when our management workforce is called upon to work additional hours in challenging, demanding and other critical circumstances, where compensation for additional hours has been and will be appropriate.

With the approval of the VP, People, Health Professions & Information Technology, managers and other employees exempt from overtime pay will be eligible for payment for additional hours worked during:

- Emergency/unforeseen circumstances such as fire, flood and pandemic
- Initiatives that are critical to AHS business and/or service delivery (e.g. Connect Care Go-Live)
- Other significant circumstances where it is acknowledged that additional hours outside of normal work will be required

Process

Requests to approve the application of these provisions will be coordinated through HR and a Request for Decision will be escalated to the Vice President, People, Health Professions & Information Technology, for approval. The following details should be included:

- Overview of circumstance requiring provisions to be implemented
- Start and anticipated end date for provisions to be in place
- Re-evaluation date

For NUEEs who are eligible for overtime pay

NUEEs in the T, P, CL1, CL2, CL7 and CLA salary grades who are eligible for overtime will continue to follow the standard Non-Union Exempt Employees Terms and Conditions of Employment.

Under those terms and conditions:

- Eligible employees, as approved by their manager, are paid 1.5x their basic rate of pay for hours worked greater than 8 hours per day and 44 hours in a week.
- Hours worked between 7.75 and 8 hours in a day, or between 38.75 and 44 hours in a week, will be compensated at 1.0x their basic rate of pay.
- Overtime hours cannot be banked and are paid within the pay period incurred.

For management and other NUEEs who are not eligible for overtime pay

Management and other NUEEs in the M1 to M4, CL 3 – CL6, CL8, CL9, CLB, CLC, and CLD salary grades are not eligible for overtime pay. However, in exceptional circumstances noted above and with the approval of the VP People, Health Professions & Information Technology, management and other NUEEs in the M1 to M4, CL 3 – CL6, CL8, CL9, CLB, CLC, and CLD salary grades will be eligible for payment for additional hours worked at their basic rate of pay (1x) for hours worked greater than 38.75 hours in a week.

Additional hours cannot be banked and are paid within the pay period incurred.

Optional Senior and Medical Leader Provisions

The CEO and their direct reports (CEO, SL1, SL2, SL3, ML3) are not eligible for overtime pay or to be compensated for additional hours worked. However, this time may be flexed at the discretion of the CEO.

There may be times when AHS wishes to recognize the additional hours worked by senior and medical leaders that are not a direct report to the CEO. In those circumstances these senior and medical leaders (M5, SL1, SL2, ML1, ML2) will bank additional hours worked at their basic rate of pay (1x) for hours worked greater than 38.75 hours in a week. Banked hours must be taken as time in lieu and may be subject to a cap.

Shift Premium

If you are required to work a scheduled shift during the evening, night or on a weekend, which does not normally include additional hours over the normal work day, such as overtime or flex time, you may be eligible for a shift premium. In these circumstances, a premium of \$2.25 per hour will be paid in addition to the normal compensation rate. The evening or night shift premium can be stacked with the weekend shift premium (i.e. \$2.25 per hour plus \$2.25 hour). If the majority of your shift falls between the designated hours, you will receive the premium payment for the whole shift. Human Resources will review the rate periodically.

Shifts eligible for shift premiums:

- Evening shift - 1500 to 2300 hours
- Night shift - 2300 to 0700 hours
- Weekend Shift - 2300 hours on Friday to 0700 on Monday

Hours worked on-call or call-back are not eligible for shift premiums.

On-Call

Certain clinical or critical operational areas may find it necessary to rotate employees through on-call situations after normal working hours. There are 2 different types of on-call: Administrator/Management On-Call and Front-Line/Clinical/Critical Operations On-Call.

Administrator/Management On-Call:

- For hospital, zone, program or provincial program management including the current "Local Administrator On-Call" model.
- Must be assigned to an Administrator/Management on-call rotation.
- Assignment is usually on a weekly rotational basis.
- Usually is manager or above level designated.
- Can usually provide direction via telephone based on established protocols.
- May be required to return to the worksite to manage emergent situations, but such a return to the worksite is not eligible for call-back pay.
- Administrator/Management on-call rotation assigned and approved by the Chief Operating Officer/Chief Program Officer responsible.
- Paid a weekly stipend amount for every week designated as on-call: rate determined by the Executive Leadership Team.
- Senior Operating Officer/Senior Program Officer level and above are not eligible.

Front-line/Clinical/Critical Operations On-Call:

- For clinical/critical operations positions who are assigned on-call **outside of normal working hours** including areas such as IT, Medical Physicists, workplace health and safety professionals, Nurse Practitioners, etc.
- Not for management staff except in approved extenuating circumstances for the performance of front-line/clinical/critical operations on-call functions.
- Not applicable to employees already covered by the Administrator/Management On-call Arrangement.
- Must be assigned to an on-call schedule which is determined at the local management level.
- Assignments can be on a daily basis (at the discretion of management).
- When you are scheduled to be on-call, you must be ready and available to come into work during your scheduled on-call time which may include any of the following instances: before or after your regularly scheduled hours, on a day when you are not scheduled to work and on a named holiday.
- A return to the work site triggers call-back pay in accordance with the call-back provisions.
- May be able to provide direction or perform work functions via telephone based on established protocols which triggers call-back pay in accordance with the call-back provisions.
- If you are on-call during a regular work day you will be paid \$3.00 per hour for any hours outside of your normal hours of work (e.g., 1700 hours to 0800 hours).
- If you are on-call during a weekend or named holiday, you will be paid \$4.25 per hour for each hour you are scheduled to be on-call, except for those hours for which you receive call-back pay.
- Human Resources will review the rates periodically.

Call-Back

Certain clinical or critical operational areas may find it necessary to have an employee return to the work site after normal working hours to address operational requirements. If you are called-back to your work site or required to work from a remote location, you will receive compensation as follows:

If the call-back requires the individual to return to the workplace:

- Call-back is paid for all hours worked at 1.5X BROP or a minimum of 3 hours at 1.5X BROP for each call-back.
- **On-call pay ceases for the hours an employee receives call-back pay.**
- Pay for work performed is counted from the time you arrive at work.
- Travel back to the work place is not reimbursed.

If the call-back does not require the individual to return to the workplace and the individual has been scheduled for front-line/clinical/critical operations on-call:

- Time is tracked cumulatively for all call-backs within the on-call shift.
- If the total cumulative time is less than 3 hours, 3 hours at 1.5X BROP will be paid.
- If the total cumulative time is more than 3 hours, actual time worked at 1.5X BROP will be paid.

Northern Incentives Program

The following allowances are available under the [Northern Incentives Program](#):

- Northern Allowance (for employees whose work sites located above the 57th parallel).
- Remote Retention Allowance (for employees whose work sites located between the 55th and 57th parallels).
- Fort McMurray Allowance (for employees whose work sites located in the Municipality of Wood Buffalo).
- Travel Reimbursement (1 round trip per calendar year to any destination in Alberta for employees whose work sites located above the 57th parallel).

Detailed Information is available in the [compensation section](#) of *Insite*.

Benefits

Coverage

AHS provides a complete and customizable range of benefits for its employees, recognizing their unique and diverse needs. Detailed information on enrolment, changes in coverage and carriers is available in the [Non-Union Exempt Employee Benefits section](#) of *Insite*.

Plans

The benefit plans are designed to accommodate the needs of a diverse workforce providing choice and flexibility. As part of the AHS Total Rewards Strategy, AHS offers you and your family benefit plans which include:

- Group Life Insurance;
- Accidental Death & Dismemberment (AD&D);
- Income Protection [i.e., salary continuance and long-term disability (LTD)];
- Supplementary Health Options (including travel insurance – out-of-province/Canada emergency health coverage);
- Dental options;
- Optional Critical Illness;
- Health Spending Account; and
- Savings Account(s) (i.e., Group RRSP/TFSA).

Eligibility

To be eligible for this plan you must be:

- Regular full-time;
- Regular part-time, with a minimum of 15 hours per week; or
- Temporary with a term of employment at least 6 months and a minimum of 15 hours per week.

Casual employees are not eligible.

If you are part-time, the minimum and maximum credit amounts are prorated according to your regular FTE. If you commence employment part way through a calendar year, the credits are prorated based on the number of full months left within the year. If you have an FTE or salary change mid-year, flex credits will not be adjusted until the next allocation period for the next benefits year. Flex credits for the next calendar year are based on annual salary processed in the payroll systems on or around November 20th of each year. If you hold more than one NUÉE position, the FTE amount for all positions will be added together to determine eligibility and flex credits.

Reinstatement

If you are rehired or move from an ineligible position back to an eligible position during the same calendar year, your flex allocation in place at the time you previously left the eligible position will be reinstated; however, no new credits will be provided. If the rehire date falls within a different calendar year you will be required to go through the initial allocation process and previous forfeited flex credits are not reinstated.

When Coverage Starts

There is no waiting period for the Life insurance, AD&D Insurance and LTD plans. You are covered from the first day you are actively at work in a benefit eligible position.

Coverage for Optional Life takes effect once approval of your application is received from the insurer provided you are actively at work. Coverage for Optional AD&D Insurance takes effect the date you apply for the coverage.

Coverage for Supplementary Health and Dental plans commence on the first of the month following your date of employment in an eligible position. If your commencement date is the first day of the month, you will be covered from that date.

Credits allocated to a spending account will commence the first day of the month following your employment in a benefit eligible position. Group savings account credits will be deposited monthly to the carrier. You must open an account(s) within the required timeframe, to enable the transfer of these credits to these accounts.

Pension

AHS participates in the Alberta Local Authorities Pension Plan ([LAPP](#)), which is a contributory, defined benefit pension plan. AHS also offers a Supplemental Pension Plan (SPP) to provide additional retirement income to eligible AHS NUEEs who have their benefit under LAPP restricted by limits set under the Income Tax Act (Canada).

Local Authorities Pension Plan

Participation in the LAPP is a mandatory condition of employment for AHS full-time or part-time permanent employees regularly scheduled to work at least an average of 30 hours per week over a complete shift cycle. Membership is optional if you are a part-time permanent employee regularly scheduled to work at least an average of 14 hours and less than an average of 30 hours per week over a complete shift cycle.

If you are a temporary employee, membership in LAPP is optional provided that your employment term is 6 months or greater and you are regularly scheduled to work at least an average of 30 hours per week over a complete shift cycle.

You cannot participate in LAPP under the following circumstances:

- You are collecting your own LAPP retirement benefits;
- You have reached the end of the year in which you turn 71 years of age;
- You are a casual employee, or a part-time permanent employee working less than 14 hours on average per week over a complete shift cycle; or
- You are a temporary employee with: (1) an employment term of less than 6 months; and/or (2) you are regularly scheduled to work less than an average of 30 hours on average per week over a complete shift cycle.

It is important that you familiarize yourself with the details of LAPP to ensure you understand participation rules and associated contributions that will be deducted from your pay. Detailed information is available on the [Non-Union Exempt Employee Benefits section](#) on *Insite* or by visiting [LAPP](#).

Supplemental Pension Plan

The SPP is provided to employees who participate in LAPP and have an annual pensionable salary that exceeds the salary cap under LAPP by at least \$1,000.

The SPP is a defined contribution plan that is 100% employer paid. Under this plan, for most eligible employees, AHS will make an allocation to your individual notional account based on 12% (10% up to the end of the 2013 payroll year) of your pensionable salary received in the prior year over the LAPP salary cap. Depending on your specific arrangement, if applicable, the 10% rate will continue to apply after the 2013 payroll year. Due to the structure of the SPP, there are no tax implications for you until a benefit is paid upon your termination, retirement or death, providing you have participated in the SPP for at least 2 years.

Salary Continuance

Salary continuance provides you with income when you are absent from work due to non-occupational illness or injury. You may be required to provide medical documentation of the absence.

If you qualify, you shall receive 100% of your basic income for a maximum of 16 weeks of illness per calendar year. The maximum duration applied to any one related illness/injury period is 16 calendar weeks.

There is a reinstatement provision and upon a return to work, the salary continuance benefit already used will be replenished at 80% of pay within that calendar year. If a subsequent illness or disability occurs within the same calendar year then you will still have a maximum of 16 weeks of income protection, but the period paid at 100% will be replaced with 80% for the length of the previous illness or injury period already paid that year.

Salary continuance benefits are replenished at 100% for a maximum of 16 weeks at the beginning of each calendar year, provided that you are actively at work on January 1st. If you are not actively at work on January 1st, salary continuance benefits are replenished at 100% for a maximum of 16 calendar weeks once you have been actively at work for 2 calendar weeks.

If you are a part-time employee or a temporary employee with an employment term greater than 6 months, you shall have a maximum of 16 calendar weeks of salary continuance based on your FTE.

If the employee experiences another unrelated illness/injury in the same calendar year. As the employee has already used 16 weeks of salary continuance at 100%, the employee is now only entitled to 80% salary continuance for an additional 16 weeks.

Unpaid Long-term Illness and Injury Leave

After completing 90 days of continuous employment, employees who are working less than 15 hours per week and temporary employees with a term of less than 6 months are eligible for this leave. You may request up to 16 weeks unpaid long-term illness and injury leave. You will be required to provide a medical certificate stating the expected duration of the leave prior to the commencement of the leave or as soon as is reasonable.

Paid Time Off

AHS provides various paid time off provisions, as well as additional paid time away from work to conduct personal business and meet family responsibilities.

Named Holidays

If you are a full-time regular or temporary employee, you are provided with time off for each of the following named holidays:

Named Holiday	Date
New Year's Day	January 1st
Alberta Family Day	Third Monday in February
Good Friday	As designated
Victoria Day	Monday before May 25th
Canada Day	July 1st
August Civic Holiday	First Monday in August
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11th
Christmas Day	December 25th
Boxing Day	December 26 th

and any day proclaimed to be a holiday by:

- (i) The Government of the Province of Alberta; or
- (ii) The Government of Canada.

In addition, if you are employed on or before July 1st, you shall be granted a “floater” holiday. This holiday is accrued (i.e. loaded into pay systems) on January 1st of each year. If you start after January 1st and before or on July 1, you will have your floater holiday manually loaded. Floater holidays cannot be paid out or carried forward and will be forfeited if not used by the end of the calendar year. You and your manager should work together to ensure time is scheduled and taken at a mutually agreeable time.

If a named holiday falls on your scheduled day off, you will be provided with an alternate day off with pay as designated by your manager.

If the named holiday falls on your regularly scheduled day of work, and you are required to work on that day, you will be compensated at 1.5X your basic hourly rate for that day. In addition, an alternate day off with pay will be scheduled.

If you are a part-time, casual, or temporary part-time employee, you shall receive 5% of your BROP on each pay date in lieu of named holidays.

Vacation

Vacation is an important benefit that contributes to a healthy and balanced lifestyle. By fully using your vacation time, not only do you contribute to your physical and mental wellbeing, you assist AHS in maintaining a sustainable organization. The management of vacation, including scheduling, accrual, carry-over and payout is outlined in the [AHS vacation policy](#).

The vacation year runs from April 1st through March 31st. During this period, NUEEs will receive time off based on their years of service and applicable accrual rate.

Please note: the example outlined below, related to the number of vacation days, is calculated based on a FTE which is defined as a 5 day work week at 7.75 hours per day and 2022.75 hours per annum.

Senior Leadership, Management and Professional

Completed Years of Service	Vacation Days	Accrual Rate
0-5	20	8%
6-15	25	10%
16+	30	12%

Business/Technical Support

Completed Years of Service	Vacation Days	Accrual Rate
0-9	20	8%
10-19	25	10%
20+	30	12%

Temporary employees with an employment term of 12 months or greater will accrue a vacation bank. Casual employees and temporary employees with an employment term less than 12 months will receive a percentage in lieu each pay date based on the applicable accrual rate. Part-time employees will accrue vacation at a pro-rated amount that is based on their applicable FTE.

You should use all of your vacation accrual each year. You and your manager should work together to ensure vacation time is scheduled and taken at a mutually agreeable time.

If you are admitted to hospital during the course of vacation, the time away can be considered as salary continuance if satisfactory medical evidence is provided for the period of hospitalization and recovery.

Supplementary Vacation

In recognition of long-service, eligible NUEEs who reach certain service milestone anniversaries will receive an additional 38.75 hours of vacation (based on 1.0 FTE, pro-rated for regular part-time employees). At five-year intervals starting at 25 years of service, eligible employees will receive a separate bank of supplementary vacation to be used in addition to their regular annual vacation entitlement. Supplementary vacation is banked in the pay period following the employment anniversary date and taken at a time that is mutually agreeable and before the next milestone anniversary. Unused supplementary vacation is forfeited at the end of the five-year period and the bank cannot exceed 38.75 hours. Employees cannot request a bank payout for supplementary vacation.

Casuals, temporary employees that are not benefits eligible, Students, and Nurse Practitioners are not eligible for supplementary vacation.

Regular part-time employees are eligible for pro-rated supplementary vacation hours calculated using hours worked in the previous vacation year as a percentage of total hours, multiplied by 2%.

Anniversary Milestone	Supplementary Vacation	
	Full-Time (1.0 FTE, hours)	Part-Time (% of hours worked)
25	38.75	2%
30	38.75	2%
35	38.75	2%
40	38.75	2%
45	38.75	2%

Personal Leave

Personal Leave days are made available to you to support health, wellness and work-life balance and provide time for you to conduct personal business or meet family responsibilities. When requesting personal leave, you and your manager should work together to ensure time is scheduled and taken at a mutually agreeable time.

You will receive up to nine paid personal leave days each year, based on an April 1st through March 31st fiscal year and working on a regular full-time 1.0 FTE, 7.75 hours per day and 2022.75 hours per annum. Regardless of the length of the workday, you will receive a total of 69.75 personal leave hours and the time can be taken off as hours. If your regular work hours are greater than the standard 2022.75 annual hours, personal leave hours will be adjusted accordingly.

Allocation of personal leave is as follows:

- If your employment commences after April 1st of the year, your personal leave days will be prorated based on your start date.
- If you are a part-time employee, personal leave days are also prorated based on your FTE. Part-time employees with less than 0.4 FTE are not eligible for personal leave days.
- If you are a full-time temporary employee with an employment term greater than 12 months, you are eligible for personal leave days.

- Casual employees are not eligible for personal leave days.
- At the discretion of your manager, part-time employees with less than 0.4 FTE and casual employees that are not eligible for personal leave days may be granted time off without pay.

If you are on a Long-Term Disability leave of absence on April 1st, you are not eligible for personal leave days until you return to work. Your personal leave days will be prorated based on your return-to-work date.

Personal leave days cannot be paid out or carried forward and will be forfeited if not used by March 31st of each year.

Medical Appointments

Medical, dental, optical and other health related appointments are strongly encouraged to be arranged outside of work hours. Where this is not possible and you require time off work to attend the appointment, you will be required to discuss this with your manager in advance and obtain approval. If the appointment is less than 2 hours, the time will be coded in the system as regular time. If your appointment is 2 hours or greater, the actual hours of the time away is to be coded as salary continuance.

Bereavement Leave

Bereavement leave is provided in the event of a death in your immediate family (or other relative or close friend) for the purpose of attending the funeral or related matters.

For paid bereavement leave immediate family is defined as spouse (including common-law and/or same sex), child, step child, parent, parent-in-law, brother, sister, step brother, step sister, son-in-law, sister-in-law, daughter-in-law, brother-in-law, grandchild, and grandparent. You will be granted up to 5 working days without loss of pay or benefits in the event of a death of an immediate family member.

Bereavement leave can be extended by up to 2 additional days at the discretion of your manager without loss of pay and benefits for travel or extenuating circumstances.

In the event of a death of a family member or close friend, excluding immediate family as defined above, you will be granted up to 1 working day off with pay to attend the funeral services and 2 additional days without pay.

Additional days without pay may be granted at the discretion of your manager. If you are a casual employee, you will be allowed the time away as unpaid time.

Jury Duty

You will be granted leave with pay and benefits for regularly scheduled hours of work for the purpose of jury selection, jury duty or appearing as a witness in legal matters arising from employment.

If you are required to appear before a court of law for other legal matters, time away without pay may be granted at the discretion of your manager.

Living Organ Donor

AHS provides support to eligible employees who volunteer to be living organ donors or surgical bone marrow donors through the provision of a paid leave of absence. Benefit eligible employees with 1 full year of continuous employment shall be granted up to 12 weeks of paid leave to be a living organ donor, or up to 7 weeks of paid leave to be a surgical bone marrow donor.

The eligibility criteria, application process, and conditions of this leave are outlined in the AHS Living Organ Donor Wage Replacement policy.

Unpaid Time Off

AHS recognizes the requirement for you to take unpaid time off or leaves of absence. All leaves will be administered in accordance with applicable legislation and the [AHS Leave of Absence](#) policy.

AHS supports employees who require a leave of absence without pay for maternity, parental/adoption, paternity, compassionate care, the death or disappearance of a child, critical illness of a child, personal or family responsibility, domestic violence, citizenship ceremony or reservist purposes by granting them appropriate leave and access to benefits in accordance with applicable legislation.

Maternity Leave

If you are giving birth, and have completed 90 days of continuous employment, you are eligible for Unpaid Maternity Leave of up to 16 weeks in duration. Regardless of length of employment, you are eligible for unpaid Maternity Leave for any health-related leave required as a result of pregnancy and childbirth, including access to salary continuance benefits in accordance with the applicable benefit plans. You are entitled to access Supplemental Unemployment Benefit (SUB) Plan benefits for the period of valid health-related absence due to pregnancy during which you are in receipt of Employment Insurance maternity benefits.

Maternity Leave may begin at any time during the 13 weeks immediately preceding the expected date of delivery. Written requests for Maternity Leave should be submitted to your manager a minimum of 6 weeks prior to the expected date of commencement of the leave, understanding that exceptional circumstances may prevent the determination of a foreseeable commencement date. The written request should include the planned last day worked and planned return to work date.

You shall reconfirm, or advise of any changes to, your planned return to work date by giving 4 weeks written notice prior to the planned return to work date. Upon returning from Maternity Leave, you will either be re-instated into your former position or will be provided with alternative work of comparable nature and salary.

Parental/Adoption Leave

After completing 90 days of continuous employment, you are eligible to apply for unpaid parental or adoption leave. If you are a birth mother, this is in addition to the 16 weeks of Maternity Leave above.

Parental Leave requests can be granted for up to 62 consecutive weeks within 78 weeks after the child's birth. In the case of adoption, requests can be granted, up to 62 consecutive weeks within 78 weeks of the child being placed with the adoptive parent. The number of weeks allowable in the leave exceeds Employment Insurance by 1 week in recognition of the waiting period.

Written requests for leave should be submitted to your manager a minimum of 6 weeks prior to the expected date of commencement of the leave, understanding that exceptional circumstance may prevent the determination of a foreseeable commencement date. The written request should include the planned last day worked and planned return to work date.

You shall reconfirm, or advise of any changes to, your planned return to work date by giving a minimum of 4 weeks written notice prior to the planned return to work date. Upon returning from Parental Leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

If 2 employees are parents of the same child, the Parental Leave may either be taken wholly by one of the employees or may be shared by both employees, but the combined period of leave cannot exceed 62 weeks.

Additional Leave for Non-Birth Parent

After completing 90 days of continuous employment, you are eligible to request up to 2 weeks additional leave without pay, to be taken immediately prior to, or immediately following, the birth or adoption of their child. If you are entitled to Maternity Leave, you are not eligible for this additional leave.

Approval of such leave requests will be at the discretion of your manager and will be contingent upon operational requirements.

General Leave

You are required to fulfill 1 year of continuous employment prior to being considered for a leave of absence greater than 2 weeks.

You may be granted time off from your employment to participate or attend to personal and/or educational obligations. Approval of general leave requests will be at the discretion of your manager and will be contingent upon operational requirements.

Written requests for leave shall include the reason for the leave, the last working day, and the date of return to work. You shall reconfirm your intent to return prior to the date of the expiry of the leave by giving 4 weeks' written notice. Upon returning from leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

You will not be granted a leave to work elsewhere for gain without the express written consent of AHS.

Compassionate Care Leave

Compassionate Care Leave is available for employees to provide support or care to a seriously ill [family member](#). If you are an employee who has completed 90 days of continuous employment, you are eligible for unpaid Compassionate Care Leave of up to 27 weeks in duration. The leave can be split into multiple instalments, but each period must be at least 1 week in length for a total of 27 weeks.

If you are requesting Compassionate Care Leave you will be required to provide a physician's certificate prior to commencing the leave (except in emergency situations). The certificate will need to confirm that you have a [family member](#) who has a serious medical condition with a significant risk of death within 26 weeks from the date the certificate was issued (or the day the leave began, if the leave began before the certificate was issued). Additionally, the certificate will need to confirm that the family member requires the care or support of one or more family members.

You shall reconfirm, or advise of any changes to, your planned return to work date by providing one week's written notice prior to the planned return to work date. You and your manager may mutually agree in writing if you are returning to work with less than one week's notice. Upon returning from Compassionate Care Leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

Citizenship Ceremony Attendance

After completing 90 days of continuous employment and acquiring Canadian citizenship, you are eligible to request up to ½ day unpaid leave to attend your citizenship ceremony. Requests for this leave should be made as soon as is reasonable and practical in the circumstances.

Domestic Violence Leave

After completing 90 days of continuous employment and if you are experiencing domestic violence you may request up to 10 unpaid days per calendar year in order to seek legal or law enforcement assistance, relocate, attend counselling or obtain victim services and medical attention. If circumstances require you to seek medical attention as a result of domestic violence you may be eligible for salary continuance in place of unpaid Domestic Violence Leave.

Critical Illness of Child Leave

After completing 90 days of continuous employment you may request up to 36 weeks unpaid leave to provide care or support to a critically ill child. If you are requesting critical illness of a child leave you will be required to provide a physician's certificate prior to commencing the leave (except in emergency situations). The certificate will need to confirm that you have a child who is critically ill and requires the care or support of one or more [family member](#), the start date of the period when care or support is needed (or the day the leave began if the leave began

before the certificate was issued), and the end date of the period during which the child requires care or support.

You shall reconfirm, or advise of any changes to, your planned return to work date by providing 1 week's written notice prior to the planned return to work date. You and your manager may mutually agree in writing if you are returning to work with less than 1 weeks' notice. Upon returning from compassionate care leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

Critical Illness of Adult Leave

After completing ninety (90) days of continuous employment you may request up to 16 weeks unpaid leave to provide care or support to a critically adult [family member](#). If you are requesting Critical Illness of Adult Leave you will be required to provide a physician's certificate prior to commencing the leave (except in emergency situations). The certificate will need to confirm that you have an adult family member who is critically ill and requires your care or support, the start date of the period when care or support is needed (or the day the leave began if the leave began before the certificate was issued), and the end date of the period during which the adult requires care or support.

You shall reconfirm, or advise of any changes to, your planned return to work date by providing 1 week's written notice prior to the planned return to work date. You and your manager may mutually agree in writing if you are returning to work with less than 1 weeks' notice. Upon returning from Critical Illness of Adult Leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

Death or Disappearance of a Child Leave

After completing 90 days of continuous employment you may request unpaid Death or Disappearance of a Child Leave if the death or disappearance of a child occurs as a result of a probable Criminal Code offence. Employees may request leave for up to 52 weeks if the child has disappeared, and up to 104 weeks if the child has died as a probable result of a crime.

If you have taken leave and your child is found alive, the period of leave would end the earlier of 14 days after the child is found, or 52 weeks after the day the child disappeared. If you have taken leave due to the disappearance of a child who is subsequently found deceased as the result of a crime the period of leave ends 104 weeks after the day the child disappeared.

You must provide at least 1 week's written notice of the date you intend to return to work unless mutually agreed upon by you and your manager. Upon returning from leave, you will either be reinstated into your former position or will be provided with alternative work of comparable nature and salary.

Reservist Leave

If you are an employee, who is a reservist, and have completed 26 weeks of continuous employment you are entitled to reservist leave without pay to take part in operations and/or activities for the Canadian Forces.

Written requests for leave should be submitted to your manager at least 4 weeks prior to the

expected date of the leave and include the expected date of return. If you are unable to provide such notice as a result of an emergent situation you will be required to provide written notification as soon as is reasonable and practicable based on the circumstances.

You may be required to provide proof of the impending leave to your manager issued by your commanding officer. This proof must specify that you will be taking part in an operation or activity for the Canadian Forces, the date the leave is to start, and the expected duration of the leave.

If you have been on reservist leave for 4 weeks or longer, you are required to provide 4 weeks' notice to your manager confirming your return to work date. If you have been on reservist leave for 4 weeks or less, you are required to provide written notice of your return to work date as soon as possible before returning to work. If you have been engaged in annual training, and you intend to return to work on the expected date of return, you are not required to provide written notice confirming your date of return.

Definition of Family Member

For the purposes of Compassionate Care Leave, Critical Illness of Child Leave, Critical Illness of Adult Leave and Bereavement Leave, family member means;

Employee's family members:

- Spouse, adult interdependent partner or common-law partner.
- Children (and their partner/spouse).
- Current or former foster children (and their partner/spouse).
- Current or former wards.
- Parents, step-parents and/or current or former guardians (and their partner/spouse).
- Current or former foster parents.
- Siblings, half-siblings, step-siblings (and their partner/spouse).
- Grandchildren, step-grandchildren (and their partner/spouse).
- Grandparents, step-grandparents.
- Aunts, uncles, step-aunts, step-uncles (and their partner/spouse).
- Nieces, nephews (and their partner/spouse).
- A person the employee is not related to but considers to be like a close relative.

Family members of employee's spouse, common-law or adult interdependent partner:

- Children (and their partner/spouse).
- Current or former wards.
- Parents, step-parents, foster parents.
- Sibling, half-sibling, step-sibling.
- Grandparents.
- Grandchildren.
- Aunts, uncles.
- Nieces, nephews.

Ending Employment Relationship

AHS requires a minimum of 1 months' notice of resignation in writing to the immediate supervisor. Vacation time shall not be used to extend the termination date. All keys and other AHS property must be returned on your last day.

The employment relationship between AHS and you may be terminated:

- By AHS at any time, for just cause, and without the provision of any notice, and in accordance with the [AHS Progressive Discipline](#) procedure.
- By AHS at any time, upon providing reasonable notice, or pay in lieu of notice, and in accordance with the [AHS Non-Disciplinary Termination](#) procedure.