



Approved By: Board of Directors

Effective Date: June, 1997

Updated: April, 2011

Alberta Alpine Ski Association

Policy Title

5.1 Annual Vacations, leaves and general holidays.

Policy Objective

To spell out for all staff the 'rules' governing time away from work.

Procedure

✓ Annual Vacation:

Per each person's employment contract vacation time has been defined. We encourage all staff to take that vacation during the off season. All vacation time must be approved, prior to taking, by the immediate supervisor.

✓ Leave of Absence:

Any employee may take a leave of absence provided the immediate supervisor has been informed at least one month in advance, in writing and the employee has received approval prior to the leave. Payroll must be notified, in writing, a minimum of two weeks in advance.

✓ Parental and Maternity Leave:

Employees are entitled up to one year of unpaid, job protected leave in the event of the birth of a child and up to 37 weeks on the adoption of a child under the age of 18. Birth mothers can take up to 52 consecutive weeks of unpaid job protected leave. This is made up of 15 weeks of maternity leave and 37 weeks of parental leave. Fathers / adoptive parents are eligible for up to 37 consecutive weeks. Parental leave may be taken by one parent or shared between two parents but the total combined may not exceed 37 weeks.

To qualify employees must have worked 52 consecutive weeks with their employer.

✓ Sickness:

All employees are encouraged to take time when they are unwell to recover. With the seasonality of our sport this sometimes feels impossible. Alberta Alpine is committed to each person's well being. Should anyone require more than a week off for recovery and recuperation, please ensure your immediate supervisor is aware. That supervisor may require additional proof of that need for time off.

✓ General Holidays:

Alberta Alpine recognizes the following general holidays. As such, the office will be closed these days:

- New Year's Day
- Alberta Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day



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- Christmas Day
- Boxing Day

✓ Jury Duty and Court appearance:

Should an Alberta Alpine employee be called for jury duty Alberta Alpine supports the need to fulfill the individual's civic duty. In consultation with the President a plan for coverage of the position will be developed.

Scope

All employees.

Related Policies

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