



TITLE

LEAVE OF ABSENCE DURING COVID-19

SCOPE

Provincial

DOCUMENT #

1110-01

APPROVAL AUTHORITY

Vice President, People
President, Chief Executive Officer

INITIAL EFFECTIVE DATE

April 30, 2020

SPONSOR

People

REVISION EFFECTIVE DATE

Not applicable

PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Leave of Absence Policy (#1110)

SCHEDULED REVIEW DATE

April 30, 2021

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact Policy Services at policy@ahs.ca. The Policy Services website is the official source of current approved policies, procedures, directives, standards, protocols, and guidelines.

OBJECTIVES

- To provide temporary direction on leaves of absence in accordance with the *Employment Standards Code* (Alberta), during the COVID-19 pandemic.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Directive Supersedes Policy

- 1.1 The requirements set out in this Directive supersede the requirements and limits set out in the AHS *Leave of Absence* Policy for the period of time this Directive is in effect. Where there is conflicting direction or allowances between this Directive and another AHS policy, this Directive shall apply. This Directive takes precedence over a collective agreement, in the case of a conflict between this Directive and the collective agreement.

2. Approval of Leaves of Absence

- 2.1 Entitlement to a leave requested in order to meet an employee's responsibilities related to caring for children affected by school or daycare closures, or to care for ill or self-isolating family members due to COVID-19, does not require 90 days of continuous employment.

3. Non-Discretionary Leaves of Absence

- 3.1 A leave approved in accordance with Section 2.1 above shall be granted as an unpaid leave of absence in accordance with the *Employment Standards Code* (Alberta) and processed in accordance with the AHS *Leave of Absence Policy*.

DEFINITIONS

None

REFERENCES

- Alberta Health Services Governance Documents:
 - *Delegation of Approval Authority* (#1168)
 - *Delegation of Human Resources Authority Matrix*
 - *Leave of Absence Policy* (#1110)
- Alberta Health Services Resources:
 - *Collective Agreements*
 - *e-LOA: Approve and Manage an Employee's Non-Medical Leave of Absence Request*
 - *e-LOA: Submit and Manage Your Non-Medical Leave of Absence Request*
 - *e-LOA: View and Manage an Employee's Non-Medical Leave of Absence Status and 'Return from Leave'*
 - *e-LOA: View Your Non-Medical Leave of Absence Status and Confirm Your 'Return From Leave'*
 - *Non-Union Exempt Employee Terms and Conditions of Employment*
- Non-Alberta Health Services Documents:
 - *Employment Standards Code* (Alberta)

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