



**TITLE**

**SICK LEAVE**

**SCOPE**

Provincial: Emergency Medical Services

**DOCUMENT #**

SWE-EMS-09

**APPROVAL AUTHORITY**

Senior Provincial Director and Chief Paramedic

**INITIAL EFFECTIVE DATE**

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**SPONSOR**

Associate Executive Directors; Edmonton Zone and Calgary Zone

**REVISION EFFECTIVE DATE**

Not applicable

**PARENT DOCUMENT TITLE, TYPE, AND NUMBER**

Not applicable

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**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.

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## OBJECTIVES

- To align with Alberta Health Services (AHS) policy and union Collective Bargaining Agreements.
- To outline the process for Emergency Medical Services (EMS) staff when requesting sick leave.

## 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. Special Considerations

- 1.1 Where a Collective Bargaining Agreement varies from the provisions of the procedure, the Collective Bargaining Agreement prevails.
- 1.2 Non-Union Exempt Employees (NUEE) will refer to the AHS Non-Union Exempt Employees Knowledge Guide for direction on topics below, as applicable.

## 2. Notification of Sick Leave Request

- 2.1 EMS staff requesting sick leave must notify the applicable **Supervisor/Manager** or delegate, by verbal contact via telephone. Email and text message notifications of sick time will not be accepted. When direct contact cannot be made a message with a contact number to be reached at for follow-up must be provided along with the following information:
- a) name
  - b) Functional Work Area (e.g. metro, inter-facility transfer, district)
  - c) station assignment
  - d) shift date and start time, and
  - e) the reason for sick leave (e.g. illness, non-occupational injury, quarantine).
  - f) the date the EMS staff member expects to return to the workplace.
- 2.2 The applicable Supervisor will follow up with the EMS staff member as needed and have staffing software updated as appropriate to ensure shift coverage is secured.
- 2.3 Delays in notifying the applicable Supervisor may result in delays in payment from the EMS staff member's sick time bank.

## 3. Authorization of Sick Leave

- 3.1 Sick leave will be recorded in the applicable scheduling software as sick unpaid until the applicable Supervisor verifies the absence.
- 3.2 At the applicable Supervisor's discretion the EMS staff member may be asked to provide satisfactory proof, such as a physician's note. This must be provided on the first shift that the employee returns to work or earlier.

## 4. Medical Appointments

- 4.1 EMS staff are strongly encouraged to schedule personal medical appointments outside of working hours.
- 4.2 EMS staff that have medical appointments that conflict with work hours and are members of the Health Sciences Association of Alberta (HSAA) must refer to article 23.12 of the HSAA Collective Bargaining Agreement.

## DEFINITIONS

**Manager** means the person responsible to oversee clinical operations in accordance with the Delegation of Human Resource Authority Chart. Given the variation of leadership levels across the province, functionally this may translate to; supervisor, coordinator, or team leader.

**Supervisor** means a leadership role in EMS that reports directly to a Manager. This position is responsible and accountable for providing frontline direction and leadership towards the activities of EMS in support of the vision, mission and business plan of Alberta Health Services. A supervisor can be from either a direct delivery service or a contracted provider.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Emergency Medical Services Time off Requests Procedure* (#SWE-EMS-08)
  - *Alberta Health Services Attendance at Work Policy* (#1130)
  - *Alberta Health Services Performance Management Procedure* (#1116-04)
- Alberta Health Services Resources:
  - Non-Union Exempt Employees Knowledge Guide (Updated November 2016)
  - The Health Sciences Association of Alberta (Paramedical Professional and Technical Employees) Collective Bargaining Agreement, April 1, 2014 to March 31, 2017

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