



TITLE

**TIME OFF REQUESTS**

SCOPE

Provincial: Emergency Medical Services

DOCUMENT #

SWE-EMS-08

APPROVAL AUTHORITY

Senior Provincial Director and Chief Paramedic

INITIAL EFFECTIVE DATE

November 1, 2019

SPONSOR

Associate Executive Directors; Edmonton Zone and Calgary Zone

REVISION EFFECTIVE DATE

Not applicable

PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Not applicable

SCHEDULED REVIEW DATE

November 1, 2022

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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 provide direction for Emergency Medical Services (EMS) staff when requesting time off.
- To align with Alberta Health Services (AHS) policy and union Collective Bargaining Agreements.

## 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 policy, 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. Vacation

- 2.1 Requests for vacation are subject to the Annual Vacation Planning Process outlined in the applicable Collective Agreement, the *AHS Vacation Toolkit for In-Scope and All Non-Union Exempt Employees*, and the *AHS Vacation Policy*.

- 2.2 Ad hoc vacation requests may be submitted throughout the year in accordance with Article 21 of the *AHS/HSAA Collective Agreement*.

### Personal Leave

- 2.3 Personal Leave is provided to benefit eligible regular employees. The number of Personal Leave days are determined by FTE, in accordance with the collective agreement, and will be loaded into ePeople and applicable scheduling software annually on April 1.
- 2.4 To request personal leave the applicable **Supervisor** must be contacted in person or by telephone as far in advance as possible. The decision to grant the leave is based on the ability of the area to continue to provide safe patient care. Rationale as to the need for the personal leave request is not required. Requests will not be unreasonably denied.
- 2.5 Personal leave days are granted per incident as a full day of 7.75hours, and must be applied towards a full shift.
- a) EMS staff may request use of Discretionary Time Off (Section 4) or request leave without pay for hours in excess of the 7.75 fixed hours of pay (*Joint Communication AHS/HSAA Collective Agreement Article 33: Personal Leave, May 2015*).
- 2.6 Personal leave days not used by March 31 of each year will not be carried over or paid out.

### 3. Discretionary Time Off

- 3.1 Discretionary Time Off includes the following:
- a) overtime/call back (lieu time) bank and,
- b) stat bank and floater stat,
- c) vacation that has not been selected during the annual selection process (max 25%) and,
- d) supplemental vacation, carryover and next year's vacation entitlement.
- 3.2 Requests for discretionary time off may be submitted for approval via the applicable scheduling software 60 days in advance, up to 10 days prior to the date requested off.
- a) For requests submitted with more than 60 days' notice, or less than 10 days' notice, EMS staff must speak with the applicable Supervisor directly.

- 3.3 Requests will be considered on a first come first serve basis. These requests will be approved or denied by the applicable Supervisor within four (4) weeks of the request being submitted.
- 3.4 The maximum number of EMS staff away from work at any given time is determined by operational need.

#### 4. General Leave of Absence

- 4.1 In accordance with the AHS *Leave of Absence* Policy, AHS may grant EMS staff leaves of absence (with or without pay) to participate in or attend to personal and/or educational obligations. A leave request must be approved before a leave commences. **Managers** will balance an individual's needs with AHS' staffing and operational requirements when considering whether to approve leave requests.
- 4.2 The applicable Supervisor will notify the area responsible for scheduling of e-LOA approval to ensure that the EMS staff member is removed from the On-Duty Roster.

#### 5. Union Business

- 5.1 Provided operational efficiency shall not in any case be disrupted, leave of absence shall be granted by the Employer to an EMS staff member elected or appointed to represent the Union at conventions, meetings, workshops, seminars, schools, Union business; or Union members hired to a paid position in the Union for a period of up to one (1) year. Such leave shall be with pay. If the request is denied, reasons shall be given by the Employer.
- 5.2 Other representatives of the union shall be granted leave for union business in accordance with Article 33 of the *AHS/HSAA Collective Agreement*.

#### DEFINITIONS

**Annual Vacation Target** means the number of employees (head count) per occupation that can and must be off on Annual Vacation Leave at one time (as requested in and outside of the Vacation Planner). The Annual Vacation Target must be sufficient to provide all employees with their annual vacation entitlement time off over the course of the year (definition from the AHS Annual Vacation Toolkit, page 6).

**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:
  - *Leave of Absence Policy (#1110)*
  - *Vacation Policy (#1114)*
- Alberta Health Services Resources:
  - The Alberta Health Services / Health Sciences Association of Alberta Collective Agreement
  - Alberta Health Services *Vacation Toolkit for In-Scope and All Non-Union Exempt Employees*
  - *Non-Union Exempt Employees Knowledge Guide*
  - Joint Communication AHS/HSAA Collective Agreement Article 33: Personal Leave May 2015

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