

Non-Union Exempt Employees

Terms & Conditions of Employment

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Introduction

The Alberta Precision Laboratories Ltd. (APL) Non-Union Exempt Employees (NUEE) Terms and Conditions of Employment (Terms and Conditions) outlines the terms of employment for the various groups of APL employees exempt from collective bargaining.

The Terms and Conditions contained in this document are subject to review and may be amended at periodic intervals as deemed appropriate by APL.

The Terms and Conditions replace and take precedence over any former policy, procedure, and terms and conditions document relating to terms of employment. The Terms and Conditions outlined in this document apply to all groups of Non-Union Exempt Employees (NUEE) except where otherwise and specifically noted.

The terms "manager" and "leader" are used as a general terms throughout the document and refers to the individual who the worker reports to per the APL organizational structure including Medical and Scientific staff.

Laboratory Physicians:

Notwithstanding the above, all Laboratory Physicians (LP) are currently bound by the Laboratory Physician Agreement (LPA between Alberta Health Services (AHS), Alberta Public Laboratories Ltd. (APL), Alberta Medical Association (AMA) and Alberta Society of Laboratory Physicians (ASLP). In the event that there is a direct conflict between Laboratory Physician administration per the APL NUEE Terms and Conditions and the LPA, the LPA shall supersede these Terms and Conditions.

Laboratory Physicians are members of the APL Medical Staff and are expected to comply with AHS Medical Staff Bylaws and Rules as well as all relevant organizational policies, provincial regulations and legislation. The Terms and Conditions that are specific to Laboratory Physicians, are identified as such in this document.

Guiding Principles

This section is under development.

Employment

Recruitment

APL strives to provide safe, healthy and harmonious working conditions for its employees. APL is committed to diversity and equity in its employment practices. The *(APL Policy under review)* and all of the associated policies and procedures are applicable to the recruitment and hiring into all NUEE positions.

Probation

All new employees (excluding Laboratory Physicians) shall serve a probationary period of 6 months.

The probationary period allows APL to evaluate new employees while giving employees time to demonstrate their ability to learn and perform their job. APL can terminate employment without notice or pay in lieu of notice (except as required by the *Alberta 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.

Laboratory Physicians:

Laboratory Physicians serve a probation of a minimum of 12 months. For Laboratory Physicians, APL medical appointment has a minimum one year probationary period from the commencement date which is administered under the AHS Medical Staff Bylaws and Rules. The probationary period may be extended up to a maximum of 24 months. Extensions to the probationary period will be communicated in writing to the physician

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.

Laboratory Physicians

The Laboratory Physician Agreement does not define service days in hours per year. However, for the purpose of pay administration and entitlements, the definition used by APL for annual hours of work is 2022.75 for 1.0 FTE as described in this section. Part Time Laboratory Physicians shall have their hours of work prorated by FTE.

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 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

APL 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. APL 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 (*APL Policy under review*) you are responsible to be aware of and 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 (*APL Policy under review*) 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 APL Code of Conduct when acting for, or on behalf of, APL.

Further information on your work environment (including health, safety and respectful workplace) can be found within the (*APL Policies under review*).

Security of Property

All APL 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 APL business purposes.

You are responsible for the security and protection of APL 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. (*APL Policies under review*).

Performance

Performance Management and Assessment

This section is under development.

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 or membership fees that are related to your position, as determined by your manager, may be reimbursed up to one fee per fiscal year. 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.

Laboratory Physicians are required to maintain licensure with the College of Physicians & Surgeons of Alberta and medico-legal protection through the Canadian Medical Protective Association at their own expense and are not eligible for reimbursement of costs.

Total Compensation

Total Compensation Philosophy

APL recognizes the importance of attracting, retaining, and motivating employees. The APL total compensation program rewards individual performance and contribution, while maintaining overall market competitiveness. The APL total compensation program is governed by the (APL Policy under review)

The [Salary Management Guidelines](#) provides information on the foundational philosophy, guiding principles, and approval levels required for the different levels of salary, and additional guidelines of the APL 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 for Laboratory Physicians is a total compensation model based on the remuneration grid identified in the Laboratory Physician Agreement and is pro-rated based on FTE. The value of a Laboratory Physician employee's total salary and benefit package will be aligned to the appropriate remuneration grid amount identified in the Laboratory Physician Agreement; thus ensuring equity between employee and contractor compensation amounts.

Compensation

Pay Periods

On your designated pay days, Payroll Services deposits pay directly into your bank account. The (policy under review) outlines APL's payment and payroll responsibilities.

On-Call & Call Back

Certain critical operational areas may find it necessary to assign employees to be on-call outside of normal working hours. There are several types of on-call programs; you will be notified by your leader if you are eligible for payment in accordance with one of the On Call programs below

APL Human Resources will review and may change the rates periodically.

Management On-Call/Call Back Program:

- Must be assigned to a 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.
- Management on-call rotation is assigned and approved by the APL Chief Operating Officer
- Paid a weekly stipend amount for every week designated as on-call.

Clinical Doctoral Scientists - On-Call/Call-Back Program

Clinical Doctoral Scientists are responsible for providing On-Call/Call Back duties. Clinical Doctoral Scientists may be eligible to receive remuneration for these duties. This will be at the discretion of their Clinical Section Chief, Sector Medical Director, Provincial Program Lead/Medical Director as authorized by the Chief Medical Laboratory Officer (CMLO).

- The Clinical Doctoral Scientist on-call rotation is approved by the APL Chief Medical Laboratory Officer
- Must be assigned to a Clinical Doctoral Scientist on-call rotation as directed by their Clinical Section Chief or Sector Medical Director or Provincial Program Lead/Medical Director.
- Assignment is usually on a weekly rotational basis. Alternative on-call rotations may be approved by the CMLO or designate in consultation with the CMLO.
- Can usually provide consultation remotely 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.
- Paid a fixed stipend amount for the period of time designated as on-call.

Laboratory Physicians - Specialist On-Call/Call-Back Program (*under review*)

Laboratory Physicians (LP) are responsible for providing on-call duties. Laboratory Physicians may be eligible to receive AHS Specialist On-Call (SOC) remuneration. Eligibility requirements

for SOC programs are set through Alberta Health and AHS. SOC stipends are paid directly by AHS and are in addition to the Laboratory Physician remuneration grid amount.

Any other on-call programs established by APL of which LP are eligible are at the discretion of APL.

Critical Operations On-Call:

- Not for management staff except in approved extenuating circumstances for the performance of front-line/clinical/critical operations on-call functions.
- Not applicable to Clinical Doctoral Scientists or Laboratory Physicians
- For positions who are assigned on-call duties outside of normal working hours.
- Must be assigned to an on-call schedule and approved by their leader.
- 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.

Critical Operations 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 not already compensated through an on-call/call-back program and 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.

Employees already compensated through an on-call/call-back program are not eligible for additional Call-Back pay

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 flextime, 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 per hour). If the majority of your shift falls between the designated hours, you will receive the premium payment for the whole shift. APL Human Resources will review the rate periodically. Shift Premiums are not applicable to Clinical Doctoral Scientists or Laboratory Physicians.

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.

Overtime

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

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 overtime. Clinical Doctoral Scientists and Laboratory Physician employees are not eligible for overtime.

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.

Overflow Work Assignments for Laboratory Physicians

Overflow Work assignments are completed outside of regular Service Days. Overflow Work payment is outside of the Laboratory Physician's regular salary and will be paid at the locum daily rate. APL policy and procedures will be followed for the administration of Overflow Work.

Northern Incentives Program

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

- 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).
- Laboratory Physicians and Clinical Doctoral Scientists are excluded from this program, but may be provided some special consideration at the discretion of the Chief Medical Laboratory Officer.

Remuneration from Other Payers

If an Employee performs work for an external organization while on APL time or using APL resources, APL leadership must be made aware prior to the services being rendered and appropriate steps taken in accordance with APL's Conflict of Interest policies and procedures (*APL Policy under review*). Further, if that work results in payment, an assessment shall be made in advance as to whether that payment shall be remitted directly to APL.

Benefits

Coverage

APL 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 can be found electronically on [APL's Human Resources Insite](#) page containing information [APL - Employee Resources | Insite \(albertahealthservices.ca\)](#).

Plans

The benefit plans are designed to accommodate the needs of a diverse workforce providing choice and flexibility. As part of the APL Total Rewards Strategy, APL 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 NUEE 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

The APL Pension Policy will take precedent. The following is a summary of the Pension Plans for APL.

APL provides a defined benefit pension plan (LAPP) to eligible employees. Contributions are shared between the employee and APL based on a percentage of earnings. Participation is:

- Mandatory when you are regularly scheduled to work an average of 30 hours per week or more over a complete shift cycle, with no foreseen end to employment.
- Optional when you are regularly scheduled to work an average of 14 hours per week but less than an average of 30 hours per week over a complete shift cycle, with no foreseen end to employment or are a temporary employees with a predetermined end date of six months or greater and regularly scheduled to work an average of 30 hours or more per week over a complete shift cycle.

Former CLS employees that were employed by CLS prior to December 10, 2018 and who met the mandatory participation criteria in LAPP and opted to remain in the employer matching APL Sun Life Financial Retirement Plan will remain in the APL Sun Life Financial Retirement Plan.

APL employees that were employed by APL prior to December 10, 2018, and fell under ineligible participation enrollment in LAPP but were enrolled in the APL Sun Life Financial Retirement Plan shall follow LAPP eligibility criteria.

Once an employee participates in LAPP, membership and contributions will continue until employment terminates or employee meets the criteria noted the APL pension policy

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 is reasonable.

Paid Time Off

APL 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 26th

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 1, 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 1 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. This is not applicable to Laboratory Physicians.

If you are a part-time, casual, or temporary part-time employee, you shall receive 5% of your Basic Rate of Pay (BROP) on each pay date in lieu of named holidays. This 5% payment in lieu of named holidays means you will only receive additional pay if the named holiday falls on your regularly scheduled day of work and you are required to work on that day.

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 APL in maintaining a sustainable organization. The management of vacation, including scheduling, accrual, carry-over and payout is outlined in the *(APL Policy under review)*.

The vacation year runs from April 1 through March 31. 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 1.0 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, Clinical Doctoral Scientists, and Professional

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

Technical/Administrative Support

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

Laboratory Physicians

Completed Years of Service	Vacation Days	Accrual Rate
0+	25	10%

Laboratory Physicians are entitled to 25 vacation days per year, per 1.0 FTE. Currently, vacation banks are loaded at the beginning of each vacation year for Laboratory Physician employees Actively at Work. Upon hire, return from Leaves of Absence, or termination, vacation entitlement is pro-rated for partial years Actively at Work. Accordingly, vacation banks may be reviewed and corrected as deemed appropriate by APL.

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, Nurse Practitioners, and Lab Pathologists 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.

Continuing Medical Education Funds and Leave for Clinical Doctoral Scientists

APL acknowledges that Continuing Medical Education is an essential component of working in an academic/professional environment and relationships with external organizations contribute to innovation and excellence in laboratory science.

Clinical Doctoral Scientists are eligible for up to 10 paid Continuing Medical Education Days from April 1st through March 31st pro-rated by FTE; which cannot be carried over or paid out.

Clinical Laboratory Doctoral Scientists are eligible to apply for reimbursement of expenses incurred for Continuing Medical Education up to \$6,000 per year to be approved by the Clinical Section Chief, Sector Medical Director and/or Chief Medical Laboratory Officer.

It is acknowledged that relationships with external organizations which are sustained by the involvement of Medical/Scientific staff are critical to innovation in laboratory medicine. Clinical Doctoral Scientists are eligible to request additional time off. Requests shall be submitted in writing for approval by the Sector Medical Director and/or Chief Medical Laboratory Officer.

Continuing Medical Education Funds and Leave for Laboratory Physicians

In recognition that Laboratory Physicians must complete yearly Continuing Medical Education (CME) activities to retain their licenses, Laboratory Physicians are eligible for up to 10 paid Continuing Medical Education Days from April 1st through March 31st pro-rated by FTE; which cannot be carried over or paid out.

Laboratory Physicians are entitled to up to \$9,000 annually (per 1.0 FTE) for use in completion of CME activities. These funds are remitted on a bi-weekly basis throughout the year.

Living Organ Donor

APL 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

APL 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 *(APL Policy under review)*

APL 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

circumstances may prevent the determination of a foreseeable commencement date. The written request should include the planned last day worked and planned return to workdate.

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 APL.

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 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.

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

APL 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 APL property must be returned on your last day.

The employment relationship between APL and you may be terminated:

- By APL at any time, for just cause, and without the provision of any notice, and in accordance with the (APL Policy under review)
- By APL at any time, upon providing reasonable notice, or pay in lieu of notice, and in accordance with the (APL Policy under review)

Laboratory Physicians:

In order to avoid clinical service interruption to Albertans, APL requires at least six (6) months' notice of resignation in writing that shall be provided to the APL Chief Medical Laboratory Officer (CMLO). Exceptions to the minimum 6 month notice period must be requested in writing and approved by the APL CMLO.