



## ATTENDANCE AND LEAVE POLICY

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<b>Policy Number:</b>	14.125.01 2024PO
<b>Policy Review:</b>	Every 3 Years or upon Legislative Change
<b>Policy Owner (Dept.):</b>	Human Resources
<b>Reference(s):</b>	Employment Insurance Act; Pensions Act; Alberta Employment Standards Code; Alberta Employment Pension Plans Act; Alberta Employment Pension Plans Regulation; Health and Welfare Benefit Contracts, City Policies, Directives and Standard Operating Guidelines.

### 1. PURPOSE OF POLICY

- 1.1. To establish the Attendance and Leave Policy to ensure compliance with Federal and Provincial legislation.

### 2. POLICY STATEMENT

- 2.1. The City of Lacombe recognizes its legal obligation to ensure compliance with Federal and Provincial legislation and the need to provide the basis for a consistent and equitable approach towards eligibility and the management of hours of work and absences from work.

### 3. APPLICABILITY

- 3.1. This Policy applies to all City employees including the Fire Chief, Deputy Fire Chief, Chief of Police, and Lacombe Police Service Civilian Employees. The exception to this policy are those employees covered by the Lacombe Police Association (LPA) Collective Agreement and Paid On Call members of the Lacombe Fire Department (LFD). Members of the Lacombe Police Association shall be governed by the terms and conditions of the collective agreement between the City and the LPA. Where the collective agreement is silent, this policy shall prevail. Paid On Call members of the Lacombe Fire Department shall be governed by applicable LFD Standard Operating Guidelines. In an absence of LFD SOG's this policy will prevail.
- 3.2. This Policy comes into effect upon approval of Council.

### 4. ROLES AND RESPONSIBILITIES

- 4.1. Council
  - 4.1.1. To approve Policy.
- 4.2. Chief Administrative Officer
  - 4.2.1. To determine attendance and leave directives to enable the City to meet operational and service needs within legislative requirements.

## COUNCIL POLICY



4.2.2. To ensure staff compliance with this Policy.

### 5. END OF POLICY

Original Signed

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Signature of Mayor

Original Signed

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Signature of CAO

Adopted by Council December 9, 2024

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Date

Adopted by Council December 9, 2024

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Date

### POLICY RECORD

#### Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
December 9, 2024		

#### Review History

Date of Policy Owner's Review	Description/Action Taken or Required