

Request for Personal and Family Responsibility Leave

This leave is part of Alberta Employment Standards Legislation and designed to provide employees with leave for the health of the employee, or for the employee to meet his/her family responsibilities and legal responsibilities in relation to a family member. Employees are eligible for personal and family responsibility leave if they have been employed for at least 90 days with the High Prairie School Division. An employee can take up to **5 days** of personal and family responsibility leave in each calendar year. Any leave days not used by an employee cannot be carried over into a new calendar year.

Interpretations of Certain Terms

According to the Government of Canada - Labour program (802-1-IPG-096), a standard interpretation and application is required nationally for the terms "responsibilities related to the health or care of any of their family members" and "responsibilities related to the education of any of their family members who are under 18 years of age."

Examples of carrying out responsibilities related to the health or care of any of their family members would include:

- accompanying the family member to an appointment with a health care practitioner, surgery, or to the hospital
- picking up the family member from school due to an illness, injury or medical emergency
- taking care of a young child for a day following an unexpected school or day care closure
- taking care of a sick or injured family member at home

Examples of carrying out responsibilities related to the education of any of their family members who are under 18 years of age would include:

- attending parent-teacher interviews and meetings
- meeting with education specialists to optimize the child's development
- meeting with a school counsellor or principal to discuss behavioural challenges at school
- accompanying a student with special needs to ensure he or she can participate in an educational activity

For a complete listing, please refer to this link: <https://www.canada.ca/en/employment-social-development/programs/laws-regulations/labour/interpretations-policies/family-responsibilities.html>

All of the following are considered family members: partner (spouse, adult interdependent or common-law), parents, foster parents, guardians, children, foster children, wards, partner's children, siblings, grandchildren, grandparents, any other person living with the employee as a member of their family.

I, _____, hereby request for Personal and Family Responsibility Leave, **without pay and without benefit payment**, in accordance with the process outlined in Administrative Procedure 403.

My absence is planned for _____ (Date Range of mm/dd/yyyy)

I hereby acknowledge:

- ☐ I have notified my Administrator/Supervisor of this leave request.
- ☐ This leave request will not exceed the maximum 5 days allowed in a calendar year.
- ☐ I have gathered proper information from HPSD payroll in regards to how this leave will affect my wages, benefit package and retirement planning (for certified staff).
- ☐ I approve HPSD in deducting payment for benefits during my leave.

Employee Signature

Date of Application

Employee Position

Employee Location

Manager of Human Resources

Date of Approval

For Payroll Only

☐ Employee has been employed for 90 days at time of leave. ☐ Employee has days available for this request. _____ Payroll Initial