

Working & providing care for family or friends

Job-protected leaves and flexible work arrangements

Job-protected leaves

Job-protected leaves are unpaid* leaves of absence set out in the Employment Standards legislation. They allow **employees** to take time off of work for personal reasons without having to worry about losing their job.

Available leaves

Employees are eligible for most unpaid leaves after 90 days of employment with the same employer. The following outlines the maximum length for each unpaid job-protected leave available:

Personal & family responsibility leave

May be taken for up to five days of leave in each calendar year for health issues or family needs.

Critical illness leave

May be taken if an employee needs to care for a critically ill family member.

- Up to: 36 weeks for a child and six weeks for an adult.
- Requires written notice to the employer two weeks before leave or as soon as possible.
- Medical certificate must also state:
 - the child or adult is critically ill and requires the care or support of a family member,
 - start and end dates for the care or support,
 - date leave began, if issued after leave started.

*Employees may be eligible for financial assistance under the federal Employment Insurance program. It is important to be aware that the eligibility requirements for Employment Insurance benefits and job-protected leave in Alberta may be different. Review full details at: canada.ca/en/services/benefits/ei/caregiving

Compassionate care leave

May be taken if an employee is:

- Required to provide care or support to a seriously ill family member; and
- The family member is at significant risk of dying within 26 weeks.
- Requires written notice to the employer two weeks before leave or as soon as possible.

Flexible work arrangements

Averaging arrangements and banked overtime agreements are tools employers and employees can use to achieve flexible work arrangements to care for loved ones.

Averaging arrangements

- Employees can't be scheduled for more than 12 hours a day or 44 hours a week.

More information can be found at:

alberta.ca/employment-standards.aspx

Banked overtime agreements

- Employees must be given time off at a rate of at least one hour for each overtime hour worked, paid at their regular wage.
- The time limit to bank overtime is six months.
- After that, overtime that has not been used, must be paid out at a rate of 1.5 hours for every hour worker.