



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-016

Policy Title: Leave of Absence Policy

<p>Policy Objective: To provide direction for Administration on how to treat benefits during a leave of absence.</p>
<p>Authority: (Bylaw#, Resolution date/#) Resolution #46, October 21, 2013</p>

Under the current benefits program with Sun Life, benefits premiums are paid by both the Employee and Employer. Benefits during a Leave of Absence will be treated as follows:

Type of Leave	Premiums
Short Term Disability	Paid by RM
Long Term Disability	SunLife waives Short and Long term Premiums, RM continues to pay for employer portion of benefits.
Leave of Absence (illness)	Paid by Employee and RM
Maternity Leave	Paid by Employee and RM
Parental Leave/ Adoption	Paid by Employee and RM
Unpaid leave Misc	Paid by Employee and RM
Leave for Organ Donation	Paid by Employee and RM
Nomination/ Public Office Leave	Paid by Employee and RM
Leave for Military Service	Paid by Employee and RM
Leave for Jury duty	Paid by Employee and RM
Citizenship Ceremony Leave	Paid by RM (as per legislative requirements)
Bereavement Leave	Paid by RM (as per legislative requirements)