



Human Resources

Workplace Accommodation Fact Sheet – Additional Paid Medical Appointment Leave MRSA Employees

Mount Royal University (MRU) is committed to supporting employees who require workplace accommodation due to an illness or injury.

Employees who require time off work to attend medical, dental or eye appointments can access up to 18 hours annually of medical appointment time as per Article 22 (e) of the MRSA Collective Agreement (**Medical Appointments** on timesheets).

In cases where an employee has ongoing appointments that are medically necessary, they may be eligible to use Additional Paid Medical Appointment Leave (**APMAL** on timesheets).

Additional Paid Medical Appointment Leave

APMAL is intended to be accessed for appointments that are medically required on an ongoing basis and are unable to be scheduled outside of an employee's regular hours of work.

Accessing Additional Paid Medical Appointment Leave

As soon as an employee becomes aware that they will be required to attend an ongoing number of medical appointments they should contact Ability Management in Human Resources at abilitymanagement@mtroyal.ca.

To access APMAL, employees will be required to submit a detailed medical certificate from a Medical Doctor as recognized by the College of Physicians and Surgeons of Alberta. With prior approval, documentation may be accepted from Dental Practitioners as recognized by the Alberta Dental Association and College, on an exception basis, as determined by Ability Management in Human Resources.

Medical documentation should confirm that the appointments are medically necessary, the frequency and duration of the appointments and how long the requirement will be in place.

Once the appropriate medical documentation is received, Ability Management will advise the employee, their supervisor and/or manager that they have been approved to code APMAL on their timesheet and the parameters for coding this time (i.e. frequency and duration).

Frequently Asked Questions

Am I required to provide my medical documentation or disclose the reasons for my medical appointments to my supervisor and/or manager?

No, you are only required to provide your medical note to Ability Management in Human Resources and do not need to disclose the reasons for your medical appointments.

How should I complete my timesheet when accessing APMAL?

Once it has been confirmed by Ability Management that you can access APMAL, you should code your time off work for this reason under the APMAL category on your timesheet. Please ensure the time you code is in line with the parameters provided by Ability Management.

As per Article 22 (e) of the MRSA Collective Agreement, any time that is in excess of 2.5 consecutive hours in a day should be coded as sick time.

Can I use the 18 hours of medical appointment time first and then request APMAL?

You should request APMAL as soon as you become aware that you will be required to attend an ongoing number of medical appointments. APMAL can only be used for medically supported, ongoing appointments.

Contact Us

For further information, please contact Ability Management in Human Resources at abilitymanagement@mtroyal.ca.