

Leaves of Absence Policy

February 2017

POLICY:

All leaves of absence, with or without pay, must be requested in writing and approved by the appropriate supervisor prior to the leave being taken unless otherwise stated below. No accumulation of time credits (vacation, sick, personal needs) will occur during a leave of absence without pay, of longer than one pay period (2 weeks). If the leave is approved and the employee wishes to maintain their benefits coverage, coverage can be maintained if the employee chooses to pay their portion of the cost of benefits.

PROCEDURE:

i. Leave Credits

Leave credits for permanent full-time and part-time employees are managed on a fiscal year basis. These include Vacation, Sick Leave and Personal Needs leave credits.

Term employees who are working for longer than 3 months in a full- or part-time position will be entitled to earn Sick Leave benefits, which will be accumulated in the same fashion as for permanent positions. Term staff in positions longer than 6 months will also be eligible for Personal Needs time, pro-rated based on the length of the term. In some instances they may be granted paid vacation time instead of the 4% vacation pay.

ii. Vacation Leave

Vacation time shall be credited at the beginning of and managed to be consistent with our Fiscal Year of April 1 - March 31. For new employees, vacation credit will be pro-rated from the date of hire to the beginning of the next fiscal year. Vacation credits are not to be carried forward from one year to the next without the prior approval of the Executive Director.

a) Full or Part Time Employees

- Vacation leave for the first year of employment will be two (2) weeks per year.
- Vacation leave from 2-5 years of employment will be three (3) weeks per year.
- Vacation leave from 6-10 years of employment will be four (4) weeks per year.
- Vacation leave after 10 years of employment will be 5 weeks per year.

The CRC has the right to adjust final pay if all vacation time was used.

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b) Temporary Employees

Temporary employees do not earn vacation leave but receive vacation pay in accordance with the Employment Standards Act, paid on each pay cheque. Temporary Employees will be paid 4% in lieu of Vacation and 2% in lieu of group health and/or other benefits offered to permanent employees.

c) Probationary Employees

Probationary employees will not be entitled to use vacation credits during their probationary period.

d) Sick Leave (Health)

An employee is required to contact their Supervisor when it is evident that illness prevents him/her from attending work. The following program for sick leave is established for employees to provide income protection.

Sick Leave Credit is earned at a rate of one day a month. Sick Leave Credits for Part-Time employees will be pro-rated based on their percentage of work week.

A person hired on or before the 15th day of the month shall receive full credit for that month.

Carryover of earned sick leave credits is permitted for all staff up to a maximum of twenty (20) days and will be held at this point. They will not be eligible for cash conversion upon termination of employment.

After three (3) consecutive days of illness, a medical certificate may be requested. A medical certificate may also be requested for absences of less than three (3) consecutive work days, at the discretion of the Executive Director.

e) Personal Needs Leave (Mental Health, Children, Pets, Snow Days, House, Birthday)

The Board recognizes the need of employees to have access to discretionary leave days to improve their overall well-being. Discretionary leave/Personal Needs leave with pay will be granted annually and will be limited to 10 days per fiscal year for full-time employees. Requests for such leave are to be submitted, in writing, to the employee's immediate supervisor as far in advance as is practicable. Approval will not be unreasonably withheld.

f) Bereavement Leave

Permanent employees shall be granted paid leave of absence of up to three (3) days in the event of a death in the family.

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Depending on the nature of the relationship and distance to be travelled, additional days off may be granted under personal needs.

g) Court Leave

A leave of absence with pay shall be granted to permanent employees who are required to serve as a juror or as a witness.

h) Extended Leave

An employee may be granted a leave of absence without pay of up to 4 months duration for legitimate personal reasons upon obtaining the approval of the Executive Director, or in the case of the Executive Director, the Executive Committee.

i) Maternity, Parental and Adoption Leave

Employees will be entitled to maternity and parental leave in accordance with the Employment Standards Act.