

EMPLOYMENT CONDITIONS – LEAVES

HR D8

INTENT

To provide policy and process with respect to paid and unpaid leaves of absence in order that employees are treated consistently. The Society is committed to going beyond statutory requirements in order to provide support for employees who are sick and unable to work; additional paid vacation and holidays; and a consideration for other specific personal needs.

A. PAID LEAVES

1. SICK LEAVE

Policy

There is no statutory requirement for employers to provide paid time off work when employees are unable to work due to illness or injury. Within its limited budget Community Services provides the opportunity for qualified employees to accumulate sick time as an insurance against those days when they are ill or injured.

Regular full time, regular part time and temporary employees are qualified to accumulate sick credits. These credits are calculated and paid out based on an employee’s established regularly scheduled weekly hours. Casual on call employees do not accumulate sick time.

Sick leave is permitted only for an employee’s personal illness or injury (see Special Leave below which applies to other approved situations). When employees require a rest day for any reason other than illness or injury they will request approval for a paid vacation day.

On the first of the month following three consecutive months’ employment, sick credits can be accumulated to a maximum of 4 weeks based on the employee’s current regularly scheduled work day to a maximum of 7 hours per day. Depending on the employee’s weekly hours this could be 7 hours per week, 16 hours per week, etc.

Procedure

1. Sick credits are calculated at 4.615% of an employee’s regularly scheduled monthly hours (excluding additional hours worked outside of the regular schedule) to a maximum depending on the number of hours worked. The purpose of the sick leave benefit is to provide an employee with the equivalent of 4 weeks’ pay at their regular schedule (providing their bank is at its maximum level). The following table gives examples:

Posted Weekly Hours	Posted Monthly Hours	Monthly Sick Credit Accumulation (Hrs.)	Maximum Accumulation (Hrs.)
7	30	1.4	28
18	78	3.6	72
25	108	5	100
35	151	7	140

2. Sick leave taken is entered on the timesheet and approved by the immediate supervisor and then deducted from the current accumulated balance at the time of payroll processing. Sick leave is paid at 100% of regular pay.
3. It is the employee's responsibility to notify the work place (their immediate supervisor) immediately once the employee knows they cannot work their shift due to illness or injury. In the event that the employee is unable to cancel their own appointments for the day they will request that the supervisor or receptionist cancel on their behalf.
4. A Doctor's note is required for any absence beyond five consecutive days. If the supervisor has cause for concern a Doctor's note may be required for a shorter period.
5. After five days has elapsed, for employees on the benefit plan, referral to the disability management provider is mandatory. The Payroll, Benefits and Accounts Payable Administrator will take care of this referral.
6. If an employee is scheduled to work an additional shift over and above their regular schedule and is unable to attend due to illness or injury this time cannot be claimed as sick time because it is classified as a casual relief shift.
7. Employees must use all of their sick benefits before applying for Medical Employment Insurance.
8. There shall be no payment for unused accumulated sick leave.

Where appropriate the terms laid out in the collective agreement will apply.

2. STATUTORY/PAID HOLIDAYS

Policy

Statutory holidays with pay are given in accordance with government regulations for the following holidays:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Remembrance Day, Thanksgiving Day, and Christmas Day.

In addition the Society provides the following as paid holidays: Easter Monday and Boxing Day

Employees are eligible for statutory/paid holidays based on the rules outlined in the Employment Standards Act. For further clarification of their eligibility employees can call the Payroll department.

A religious holiday of the employee's choice may be substituted for Easter Monday. This should be discussed with the immediate supervisor at least one month in advance of the date requested.

Procedure

1. If an employee qualifies, they will enter their regularly scheduled hours up to a maximum of 7 hours in the designated statutory pay column on the time sheet. If an employee works in multiple programs, they will enter their regularly scheduled time on each sheet to a maximum of 7 hours.

2. Directors will be responsible for assessing whether their staff qualify and what the hours paid should be, as well as ensuring their timesheets accurately reflect this. Payroll will perform a check and inform Directors if the assessment is incorrect.

Where appropriate the terms laid out in the collective agreement will apply.

3. VACATION

Policy

Regular full-time and regular part-time employees will earn vacation with pay as follows:

- In the first year, three weeks' vacation or 6%.
- In the second year and up to five years, four weeks' vacation or 8%.
- After five years of employment and up to 15 years, five weeks or 10%.
- After 15 years of employment, six weeks or 12%.

Temporary employees earn 4% vacation pay and can choose to bank this time or have it paid out on each pay cheque.

Relief on call and casual employees earn 4% vacation which is paid out on each pay cheque.

An employee who resigns and at a later date, is re-hired, will not retain the vacation entitlement in place at the time of leaving the earlier employment. Vacation policy will apply as per above to the new employment.

Procedure

1. Vacations will be scheduled by mutual agreement between the employee and their immediate supervisor and based on fairness to others on the team, operational requirements, and in the best interest of clients.
2. Vacations must be requested in advance in writing and prior to making travel plans such as booking airline tickets or incurring costs.
3. Employees will enter their regularly scheduled hours in the designated vacation column on the time sheet. Vacation will be paid and indicated on the pay stub and deducted from their current vacation bank.
4. Employees are required to use their vacation entitlement within the fiscal year it is earned (the fiscal year is from April 1 to March 31 of the following year). With the written approval of the supervisor (in consultation with the Program Manager or Director), an employee may carry over unused vacation hours at the end of the fiscal year (i.e. March 31) of up to three weeks from the current year to the following fiscal year. Any carry over longer than three weeks requires the approval of the Executive Director.
5. Unused vacation hours carried from the previous year must be used by the end of August in the current year, and cannot continue to carry over to the following year. Supervisors are expected to monitor this and ensure employees use their vacation credits as per the policy.
6. Program Managers and Directors have discretion to require employees to schedule vacation if there are wellness concerns or if the employee is allowing too much vacation to

accumulate.

Where appropriate the terms laid out in the collective agreement will apply.

4. SPECIAL LEAVE WITH PAY

Policy

On the first of the month following three consecutive months' employment, regular full time and regular part time employees shall be entitled to a maximum of five (5) days per calendar year at the employee's regularly scheduled hours of work to a maximum of 7 hours per day. For example, a regular part time employee working 2 days per week at 4 hours per day can request special leave during the calendar year at their daily rate of 4 hours; an employee working 35 hours per week over 5 days can request special leave at that rate. The maximum is 7 hours per day.

The entitlement may be used in a block or spread over the calendar year on a combination of the following:

- Birth or adoption of employee's child - two days.
- Attendance at a formal hearing - one day.
- Illness of employee's family member - five days.
- Compassionate leave for death or critical illness in the immediate family - five days.
- Household emergency or move - one day.

Family member means: spouse, child, parent, guardian, sibling, grandchild or grandparent, or any person who lives with the employee as a member of the employee's family.

Procedure

1. Special leave must be approved by the immediate supervisor.
2. Employees will enter their regularly scheduled hours in the designated paid leave hour's column on the time sheet. Special leave will be paid and indicated on the pay stub.
3. Supervisors are expected to monitor the number of special leave days taken by their reports to ensure that requests are compliant with policy and that employees are informed when they have reached the maximum days allowed in one calendar year.

Where appropriate the terms laid out in the collective agreement will apply.

B. UNPAID LEAVE

1. PARENTING LEAVE

Policy

Parenting, maternity or adoption leave for the birth or adoption of an employee's child shall be granted in accordance with the Employment Standards Act. Upon written request to the supervisor, the employer shall grant an unpaid leave not to exceed a total of twelve months, with

the exception of medically supported extensions of up to six weeks (as per the Act) and approved unpaid extensions as noted below.

While on leave, an employee's earned sick leave and vacation credits shall be carried forward but no additional vacation or sick leave earnings shall accrue. Medical Service Plan, Extended Benefits Plan and Employee Assistance Plan shall continue for twelve months with the employee continuing to pay their share of benefits (e.g. LTD, MSP and optional insurances).

An employee returning from leave shall have the right to return to the position she/he filled prior to parenting leave, provided there has been no unavoidable business change e.g. funding or contractual changes that would impact programs. An employee may be deemed to have resigned if a letter confirming her/his intent to return is not received one month prior to the expiration of the leave.

An employee may request an unpaid extension of up to six months to their parenting leave. See Personal Leave Without Pay below.

Procedure

1. Written requests for leaves under this policy, together with supporting documentation should be submitted by the employee to their direct supervisor at least 4 weeks in advance of the beginning of the leave. This information should provide the expected start and end dates of the leave.
2. A letter confirming the employee's intent to return to work must be submitted one month prior to the expiration of the leave.
3. If the employee wishes to return to work earlier than planned, a written request to return to work supported by a doctor's note must be submitted by the employee for review and approval by the Program Manager or Director.

Where appropriate the terms laid out in the collective agreement will apply.

2. UNPAID MEDICAL LEAVE

Policy

Employees require unpaid medical leaves, when sick credits are unavailable, for surgery, ongoing illness, and other disabling medical conditions. When an employee requires time off work for medical reasons they must submit a letter from their physician stating the anticipated length of the leave, and they will submit subsequent documentation from the physician for any extension(s) requested. For those employees on the benefits program, the Payroll, Benefits and Accounts Payable Administrator will refer the employee to the disability management provider. This is a mandatory requirement. A physician's note will be provided at the end of the medical leave indicating that the employee is fit to return to work.

From the first date of the medical leave (leave effective date) sick credits will be applied to their limit. Then unpaid leave will begin for the approved period, not to exceed two years from the leave effective date.

While on unpaid medical leave no vacation or sick leave earnings shall accrue. For employees on the benefits plan, Medical Services Plan, Extended Benefits Plan and Employee Assistance Plan shall continue for a maximum of three months from the leave effective date, with the employee continuing to pay the regular share of MSP (50%) and Long Term Disability (25%). After three months and up to a maximum of two years if the employee chooses to remain on the benefit plan the total cost of Medical Services Plan, Extended Benefits Plan and Employee Assistance Plan shall be borne by the employee. Payment for the employee's share of the cost of benefits must be received in advance. Failure to provide advance payment will lead to termination of benefits after 30 days in arrears. Two years from the leave effective date benefits will be terminated. If the employee is eligible for Long Term Disability this application will be processed.

Procedure

1. Employees must inform their immediate supervisor as soon as they are aware that they will be requesting a medical leave. It is the supervisor's responsibility to inform the Program Manager or Director.
2. Supervisors are responsible to submit the employee's time sheet indicating the utilization of any paid sick leave credits for the employee.
3. If the employee is enrolled in the benefits program, the Payroll, Benefits and Accounts Payable Administrator will refer them to the disability management provider.
4. After 8 weeks if the employee is still unable to return to work and is eligible to apply for Long Term Disability, the Payroll, Benefits and Accounts Payable Administrator will initiate the necessary paperwork for that claim to proceed.
5. When the employee is able to return to work the supervisor, Program Manager or Coordinator will participate with the disability management provider or the employee's medical team as appropriate, together with Human Resources and Payroll to support the employee with any accommodated or graduated return to work program.
6. Requests for accommodated or graduated return to work will be considered individually taking into consideration the best interests of the clients, work team and organization while keeping in mind the employer's duty to accommodate.
7. After a period of two years the Society will consider each case individually with regard to the possibility of any return to work or the termination of employment.

Where appropriate the terms laid out in the collective agreement will apply.

3. COMPASSIONATE CARE LEAVE AND JURY LEAVES

Policy

Such leave will be granted in accordance with Employment Standards.

Procedure

Employees should call the Payroll, Benefits and Accounts Payable Administrator or Human Resources for confirmation of the current Employment Standards policy.

Where appropriate the terms laid out in the collective agreement will apply.

4. PERSONAL LEAVE WITHOUT PAY

Policy

Employees must have five years' continuous service with the Society in order to request an extended leave without pay. The maximum leave allowable is six months and all vacation credits must be utilized as part of the six month absence. All requests will be considered on an individual basis and require the approval of the Executive Director.

Procedure

1. The employee must submit a written request to the Program Director for a leave of absence without pay.
2. The Program Director will discuss the request with the Executive Director and a decision will be made that takes into consideration the nature of the request and the best interests of the clients, team and Society in that situation.
3. If a leave is granted, specific conditions shall be put in writing. No vacation or sick leave credits shall accrue during that period. The employee will be removed from the benefits program for the period of the leave and reinstated on the 1st of the month following their return to work after a one month waiting period.
4. Upon written request, the Executive Director may grant leave of absence without pay to an employee seeking election in a Municipal, Provincial, or Federal election to a maximum of ninety days and, if elected, consider leave without pay to a maximum of one year. The same rules with regard to vacation, sick leave and benefits will apply.
5. An employee may be deemed to have resigned if a letter confirming her/his intent to return is not received one month prior to the expiration of the leave.

We will strive for fairness and consistency in applying this Personal Leave Without Pay policy, taking into consideration operational requirements and the affect an employee's absence may have on clients and their team.

Where appropriate the terms laid out in the collective agreement will apply.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually