

Policy & Procedure Manual

**PAID ABSENCE FROM WORK –
FULL TIME EMPLOYEES - HR-V-1**

POLICY:

All permanent non-union full-time employees will have access to paid absence from work, where the conditions for entitlement are met, as outlined in this policy.

PURPOSE:

1. To comply with legislated standards.
2. To allow employees a period of time away from work to deal with personal issues, wellness recovery, and maintain work-life balance without loss of income.

PROCEDURE:

Each type of absence listed below outlines the specific conditions to be met for approval of the paid absence.

Supervisors/Managers/Directors are responsible to ensure timesheets and attendance records reflect appropriate coding.

PAID HOLIDAYS

OPTIONS recognizes the following days as paid holidays, regardless of length of time of employment:

New Year's Day	Dominion Day	Thanksgiving Day	Family Day
Good Friday	Civic Holiday	Christmas Day	Victoria Day
	Labour Day	Boxing Day	

1. The Supervisor/Manager/Director shall schedule non-union employees to take the aforementioned paid holidays with pay as they occur (unless otherwise approved by the Executive Director).
2. If it has been determined and approved that the employee must work on a paid holiday, the employee will either be paid at a rate of time and one-half or receive time and one-half off in lieu, in addition to receiving the paid holiday off on another day.

3. Loss of entitlement to paid holiday pay shall be in accordance with the Employment Standards Act.

FLOAT DAYS

All new employees will have their entitlement to paid float days prorated based on when they complete their probationary period according to the following schedule:

- Probationary period completed between January 1st and April 30th – 3 paid float days
- Probationary period completed between May 1st and August 31st – 2 paid float days
- Probationary period completed between September 1st and December 31st – 1 paid float day

Annually thereafter, an employee shall be entitled to three (3) paid float days each calendar year. Employees who terminate within any calendar year shall have their float day entitlement adjusted as follows:

- Termination between January 1st and April 30th – 1 float day
- Termination between May 1st and August 31st – 2 float days
- Termination between September 1st and December 31st – 3 float days

All requests for use of float days are subject to approval at the discretion of the supervisor. Float days unused by the end of the calendar year may be carried forward for use by March 31st of the following year.

PERSONAL DAYS

On an annual basis, an employee may be granted up to fifteen (15) hours leave of absence with pay to attend to personal matters. (ie: dental appointment)

1. The employee must notify his Supervisor with advance notice, where possible, when use of such personal time is requested.
2. The employee must receive approval from his Supervisor to use such time.
3. This fifteen (15) hours shall not be accrued and/or carried over from one calendar year to the next.

BEREAVEMENT LEAVE

An employee who notifies his Supervisor/Manager/Director as soon as possible following a bereavement shall identify the family member and be granted up to five (5) consecutive days off, without loss of his regular pay for his scheduled hours, in conjunction with the day of the funeral for a parent, brother, sister, spouse, common-law spouse, same sex partner, son, daughter, or step-child.

An employee who notifies his Supervisor/Manager/Director as soon as possible following a bereavement shall identify the family member and be granted up to three (3) consecutive days off, without loss of his regular pay for his scheduled hours, in conjunction with the day of the funeral for a member of his immediate/foster family. "Immediate/foster family" means mother and father-in-law, brother and sister-in-law, son and daughter-in-law, grandparent, grandchild, legal guardian, step-parent, step-brother, step-sister. Where an employee does not qualify under the above noted conditions, the employer, in its discretion, may extend such leave with or without pay.

An employee who notifies his Supervisor/Manager/Director as soon as possible following a bereavement shall be granted one (1) day off without loss of his/her regular pay for his/her scheduled hours, to attend the funeral of his/her aunt, uncle, niece, nephew.

Additionally, an employee may request one (1) additional bereavement day where she is required to travel for a period of four (4) hours or more one way.

SICK LEAVE

An employee may be entitled to sick leave with pay when he is absent from work due to sickness or accident rendering him totally disabled from performing his regular duties as an employee, and when such absence is not compensable under the Workplace Safety and Insurance Act.

OPTIONS will participate in a sick leave plan that provides for short term sick leave and long term disability coverage, subject to any applicable waiting periods and conditions of the plan.

The short term sick leave coverage is 100% funded by OPTIONS for qualifying employees.

OPTIONS will pay 75% of the billed premium towards coverage for eligible employees under the long term disability portion of the plan and employees will pay the balance of the billed premium through payroll deduction.

1. When an employee is unable to report for work due to illness/injury she must contact her Supervisor/Manager/Director with as much advance notice as possible.
2. Proof of disability from a qualified Medical Practitioner may be required at any time and if the absence from employment is expected to last longer than three days, the employee must submit to her Supervisor/Manager/Director, proof of disability. Such proof must be to the employer's satisfaction in order to qualify for sick pay. Employees will be reimbursed for medical notes at 75% of the cost with receipts submitted.
3. The Supervisor/Manager/Director will submit the doctor's note to the Coordinator, Health and Safety, who may request further medical information and/or follow-up.
4. Employees off on sick leave are expected to maintain ongoing communication with their Supervisor/Manager/Director and the Coordinator, Health and Safety, and to provide medical evidence as requested.
5. When an employee runs out of his short term sick leave coverage, he shall be notified by Human Resources, who will meet with the employee to discuss application for long term disability and benefit entitlement affects.
6. Employees will not be entitled to sick pay during a period of lay off or leave of absence without pay, or during a vacation period, except where an employee's scheduled vacation is interrupted due to serious illness requiring the employee to be an in-patient in a hospital or ordered to bed rest by a qualified Medical Practitioner. Proof of such illness must be submitted during this situation. The portion of the employee's vacation which is deemed to be sick leave under this exception will not be counted against the employee's vacation credits.
7. Human Resources will track use of sick time, and remaining credits at any given time.

VACATION

In accordance with OPTIONS' vacation entitlement policy (HR-V-12) all full-time employees will be entitled to vacation with pay.

Human Resources will notify Supervisors/Managers/Directors of vacation entitlements for their employees, who will communicate such information to the employees. Requests of use of vacation will be subject to Supervisory approval in accordance with the policy HR-III-40 – Vacation Scheduling.

POLICY: HR-V-1
DEPARTMENT: Human Resources
CATEGORY: Non-Union Benefit Program
EFFECTIVE DATE: July 2021
SUPERSEDES VERSION DATED: February 2008
Page 5 of 5

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: April 2004

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written over a horizontal line.

