

Policy & Procedure Manual

**PAID AND UNPAID ABSENCE FROM WORK –
REGULAR PART TIME EMPLOYEES - HR-V-5**

POLICY:

All permanent regular part time non union employees will have access to absence from work, where the conditions for entitlement are met, as outlined in this policy. Such leave may be paid or unpaid, depending on the type of leave and eligibility.

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 with or without income continuance.

PROCEDURE:

Each type of absence listed below outlines the specific conditions to be met for approval of unpaid or paid absence, as detailed below.

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	
Good Friday	Civic Holiday	Christmas Day	
Victoria Day	Labour Day	Boxing Day	Family Day

1. The Supervisor/Manager/Director shall schedule regular part time non-union employees to take the aforementioned paid holidays as they occur (unless otherwise approved by the Executive Director).
2. Human Resources will ensure that entitlement to pay on the paid holiday is made and paid in accordance with the Employment Standards Act.

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

UNPAID FLOAT DAYS

All new employees will have their entitlement to unpaid 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 unpaid float days
- Probationary period completed between May 1st and August 31st – 2 unpaid float days
- Probationary period completed between September 1st and December 31st – 1 unpaid float day

Annually thereafter, an employee shall be entitled to three (3) unpaid 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, a regular part time non union 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/her Supervisor/Manager/Director with advance notice, where possible, when use of such personal time is requested.
2. The employee must receive approval from his/her Supervisor/Manager/Director for use of such time.

3. This fifteen (15) hours shall not be accrued and/or carried over from one calendar year to the next.

BEREAVEMENT LEAVE

A regular part time non union 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.

Such 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 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.

UNPAID SICK LEAVE

Regular part-time non union employees who are unable to report to work due to illness must contact their Supervisor/Manager/Director as soon as possible. Such employees may be entitled to unpaid sick leave. Proof of disability may be required at any time. Employees will be reimbursed (when requested to obtain medical notes) at 75% of the cost with a receipt submitted.

NOTE: Employees off on sick leave are expected to maintain on-going communication with their supervisor and the Co-ordinator, Health and Safety; and to provide medical evidence as required.

VACATION PAY AND UNPAID VACATION

Vacation pay shall be pro-rated to the classification, dependent on hours worked. For permanent regular part-time non union employees, vacation pay will be paid once a year annually or upon request when scheduled to take unpaid vacation time, or will be paid out if the employee changes to a full-time status or upon termination of employment.

Employees working part-time will be entitled to vacation without pay according to their hours worked and the employer's vacation entitlement plan – HR-V-12.

Human Resources will notify Supervisors/Managers/Directors of unpaid vacation entitlements for their staff who will communicate such information to the staff.

Requests for use of unpaid vacation must be made in accordance with policy HR-III-40 – Vacation Scheduling.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Resource Team

ORIGINAL POLICY DATE: April 2004

AUTHORIZED BY: Executive Director

SIGNATURE:

