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| Name of Manual: | Human Resources | Policy # 11.0 | Page 1 of 4 |
| Policy Title: | VACATION | Original Date: | September 2019 |
| Prepared by: | Resources Committee | Reviewed Date: | February 2023 |
| Approved by: | Board of Directors | Approval Date: | February 2023 |

1. PURPOSE

The purpose of this policy is to provide instruction related to the policies and procedures for vacation management (vacation requests, vacation entitlement/accrual and approval).

2. SCOPE

This policy applies to all employees of the North Lambton CHC.

3. POLICY

North Lambton CHC recognizes the value of vacation time and supports a healthy workplace and work-life balance for employees. North Lambton CHC provides vacation time and/or vacation pay for all employees in accordance with the requirements of the Employment Standards Act (ESA). North Lambton CHC has an obligation to ensure that adequate staffing is available at all times to ensure programs and service requirements are met.

4. PROCEDURE

- Employees begin to accrue vacation time from the date of employment and pro-rated based on their full-time equivalent (FTE) status.
- The vacation calendar year coincides with the North Lambton CHC fiscal year, running from April 1st to March 31st of the following year.
- Unless negotiated prior to employment, a vacation period shall not be approved until the probationary period is satisfactorily completed (three [3] calendar months)
- In the first year of employment, vacation entitlement is pro-rated based on the number of days from the individual's date of hire to March 31st of the fiscal year. New employees are advised of their vacation entitlement at time of hire.
- Annual vacation entitlements are reported in the Employee Self-serve (ESS) system as a "bank" of time in April of each year; however, if an employee leaves the North Lambton CHC's employ for any reason, she/he shall receive any vacation time accrued to the date of termination/resignation, (less any time taken); if unearned vacation time has been taken (not earned), the amount will be deducted from the employee's last pay.
- An employee on an extended sick leave, Workplace Safety and Insurance Board (WSIB) medical leave, or pregnancy/parental leave will continue to accrue vacation credits in accordance with the ESA.
- The approval of vacation requests takes into consideration the needs of the clients and North Lambton CHC priorities ensuring programs and services are available to support clients.

4.1 Entitlement

Employees will be eligible for vacation time/pay based on the terms of their employment contract.

Vacation Entitlements

| | |
|-----------------------------------------|-------------------|
| 0 to 2 years continuous service | 10 days / 2 weeks |
| 3 – 6 years continuous service | 15 days / 3 weeks |
| 7 to 10 years continuous service | 20 days / 4 weeks |
| 11 to 15 years continuous service | 25 days / 5 weeks |
| 16 years + continuous service | 30 days / 6 weeks |

- Permanent part-time employees (who work 18.75 or more hours per week) are entitled to vacation leave on a pro-rated basis (number of hours the employee routinely works as a percentage of full-time hours).
- Unless other arrangements are made, casual employees (no guarantee of number of weekly hours) shall receive four percent (4%) of their regular gross pay in lieu of vacation per the ESA for the first five years of employment. After five years, it is 6%. This amount is paid out on each pay and is subject to annual review. These employees will not be compensated for leave they request for vacation purposes.
- Contract/Purchased Service employees who work 12 months or less will be paid four percent (4%) vacation pay unless otherwise specified in their contracts. These employees will not be compensated for leave they request for vacation purposes.

4.2 Utilization

- As noted, vacations are earned and used on a fiscal year basis; employees are expected to take all their vacation leave during the year in which it is earned. Unused vacation, over ESA allotments, will be forfeited if unused by March 31st.
- Carry-forward of vacation time will only be approved under extenuating circumstances, or where an employee has returned from an extensive leave of absence and did not have the opportunity to take the time prior to the fiscal year end, March 31st.
- Employees may not borrow on next year's vacation leave entitlement for additional vacation time.
- During any period of vacation time, if there is a death, in accordance with Leaves of Absence policy – Bereavement Leaves, that impacts the employee's vacation time and for which documentation is provided, then that portion of the vacation time will be considered bereavement leave and not vacation time.
- In the event of hospitalization of the employee that impacts the employee's vacation time and for which documentation from the employee's treating health care provider is provided, then that portion of the vacation time will be considered sick time (if applicable) and not vacation time.
- Except at cessation of employment, no cash payment shall be made for earned vacation.

4.3 Vacation Management Procedure

Pick: One pick is considered to be

- a set of consecutive working days within a calendar week

- 4.3.1 Employees will be grouped according to their site, team, and position. Some groups have limitations as to the number of members of their group that can be off at the same time based on coverage needs. In the event of a conflict that cannot be resolved, seniority will prevail.
- 4.3.2 Vacation picking will be done in two rounds. The first round of vacation picking takes place in February and the second round of vacation picking takes place in September.
- 4.3.3 All vacation requests will be made using the ESS software The Scheduler will send notice to all eligible staff members when vacation requests for the upcoming fiscal year (April 1 – March 31) are due.
- 4.3.4 During the first round of vacation picking, it is mandatory that all full-time employees pick a minimum half of their vacation entitlement. During the second round of vacation picking, it is mandatory that all full-time employees pick the remainder of their vacation entitlement. ; vacation time is pro rated to FTE.

Any changes or additional requests for remaining vacation entitlement, made after the close of the selection period, will be on a first come, first served basis and may only be granted if there is appropriate coverage available. These requests will be weighed against individual employee needs and previously approved vacations, without regard to individual seniority and will require two weeks notice.

- 4.3.5 Full week picks are given priority during vacation picking. Single day picks will only be considered after full week picks have been approved and if coverage is available.
- 4.3.6 No more than two consecutive weeks of vacation time may be selected by any employee unless approval is obtained by the Executive Director.

Due to increased popularity, we will be limiting vacation time to a maximum of one week during the Christmas period (the week prior, during and after Christmas) and two weeks per month in the summer (July and August).

- 4.3.7 The Executive Director has the authority to cancel all leaves or close sites, as deemed necessary, without notice.

5. **RELATED DOCUMENTS**

HR Policy 6.0 – Conditions of Employment








HR Policy 8.0 – Leaves of Absence

Policy Reviewed and Adopted by Resources Committee:

Date: 14 February 2023 Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: 28 February 2023 Board of Directors Representative: Kim Lee

| Policy Approved by: | Signature | Date |
|---------------------------------------|------------------------------------------------------------------------------------|-------------|
| Executive Director |  | MAR 01 2023 |
| Quality & Chronic Disease Team Leader |  | MAR 01 2023 |
| Data Management Team Leader |  | MAR 01 2023 |
| Finance Team Leader |  | MAR 01 2023 |
| Health Promotion Team Leader |  | MAR 01 2023 |
| Primary Care Team Lead – North |  | MAR 01 2023 |
| Primary Care Team Lead - West |  | MAR 01 2023 |