



Section of Policy Manual: Personnel	Policy No. : PER-08
Subject: Vacation, Public Holidays and Leave	Policy Approval Date: March 2020
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The Library Board's terms and conditions with respect to vacations, public holidays and leave are intended to provide employees with appropriate time away from work.

### **Section 1: Vacation Time and Vacation Pay**

#### **1. Full-time employees**

- a. Employees are expected to take their vacation within the year it is earned to enjoy the necessary rest and revitalization.
- b. Vacation to which an employee is entitled may be taken in one unbroken period or several periods. The scheduling of vacation time will be done in accordance with operational needs.
- c. If a public holiday falls during an employee's vacation period, the employee is entitled to another day off.
- d. In the event that an employee becomes ill or injured during their vacation period, the employee may have the period of sickness or injury charged against the annual sick days standing to the employee's credit, and have those days rescheduled as vacation at a later date. To effect this change, the employee must submit medical evidence that is satisfactory to the employer substantiating the injury or illness.
- e. Employees who terminate their employment will receive a lump-sum payment at the current rate of pay for the vacation time earned to their termination date. If the amount of vacation taken to the termination date exceeds the vacation entitlement, the balance owing will be deducted from the employee's final payout.
- f. Employees shall be permitted to carry a maximum of five (5) days of their vacation entitlement over from one calendar year to the next calendar year provided that authorization is granted by the CEO/Chief Librarian.



- g. Every effort will be taken on the part of the Library and the employee to schedule all vacation days within the year of entitlement. At the end of the calendar year (December 31), any remaining balance of unused vacation, that is in excess of the five (5) day allowable carry over, will be lost and will not be paid out.
- h. During an employee's retirement year and where the employee has accumulated more than twenty (20) years of service, the employee shall receive an extra week of vacation with pay at the employee's regular rate of pay for the full calendar year in which they retire.
- i. Employees working thirty-five (35) hours per week accrue annual *vacation time* as set out in this table:

<b>**Full Time Years of Employment</b>	<b>Annual Vacation Entitlement</b>
In the first (1st) year of service	Ten (10) days
After one (1) year of service	Eleven (11) days
After two (2) years of service	Twelve (12) days
After three (3) years of service	Thirteen (13) days
After four (4) years of service	Fourteen (14) days
After five (5) years of service	Fifteen (15) days
After six (6) years of service	Sixteen (16) days
After seven (7) years of service	Seventeen (17) days
After eight (8) years of service	Eighteen (18) days
After nine (9) years of service	Nineteen ( 19) days
After ten (10) years of service	Twenty (20) days
After fifteen (15) years of service	Twenty five (25) days
After twenty (20) years of service	Thirty (30) days



\*\*Years of service for the purposes of vacation accrual is based on an employee's date of hire anniversary.

## **2. Part-time employees**

Vacation entitlement for part-time employees will be as written in the signed employment letter of offer and will be in adherence to the Employment Standards Act. Part time employees are entitled to unpaid vacation time at the discretion of the CEO/Chief Librarian.

All vacation requests are to be submitted by the employee to the CEO/Chief Librarian and operational needs will be taken into consideration when scheduling vacation periods.

### **Section 2: Public Holidays under the *Employment Standards Act***

1. The Library will observe the following eleven holidays and will be closed on those days:
  - a. New Year's Day
  - b. Family Day
  - c. Good Friday
  - d. Easter Monday
  - e. Victoria Day
  - f. Canada Day
  - g. August Civic Holiday
  - h. Labour Day
  - i. Thanksgiving Day
  - j. Christmas Day
  - k. Boxing Day (December 26)
2. The procedure for paying public holidays will follow the instructions contained within the ***Employment Standards Act***, and the *Guide of the Employment Standards Act*.
3. An employee may use vacation time to observe religious holidays that fall on dates other than those listed. To do so an employee must submit a vacation request.



### **Section 3: Specific Leave of absence**

1. Sick leave, family responsibility leave, bereavement leave, family caregiver leave, family medical leave, domestic or sexual violence leave, critical illness leave, child death leave and crime-related child disappearance leave are different types of leaves. The purposes of the leaves, their length and eligibility criteria are different. An employee may be entitled to more than one leave for the same event. Each leave is separate and the right to each leave is independent of any right an employee may have to the other leave(s). Employees are encouraged to familiarize themselves with these types of leave within the ***Employment Standards Act***, and the *Guide to the Employment Standards Act*.
2. An unpaid leave of absence for another purpose may be granted upon written request to the CEO/Chief Librarian. The approval process will involve consideration of the following factors including length of employment; number of previous unpaid leaves of absence; and the ability of the library to cover the employee's work during the leave of absence.
3. The CEO/Chief Librarian may grant a full time employee a leave of absence with pay for no more than three (3) days in a year upon Special or Compassionate grounds.
4. At the discretion of the CEO/Chief Librarian, all employees may be granted a leave of absence without pay and without loss of seniority, for a maximum period of six (6) months. Requests for personal leaves of absence shall be submitted to the CEO/Chief Librarian.
5. Failure of the employee to return to duty on or before the expiration date of the approved leave of absence may result in termination of the employee.

### **Section 4: Pregnancy and Parental Leave**

1. **Pregnancy Leave** - In accordance with the ***Employment Standards Act (ESA)***, pregnant employees have the right to take pregnancy leave of up to seventeen (17) weeks of unpaid time off work. Employees will not be paid wages while on pregnancy leave.



2. **Parental Leave** - In accordance with the **Employment Standards Act**, both new parents have the right to take parental leave of up to sixty-one (61) or sixty-three (63) weeks of unpaid time off work. A new parent is entitled to parental leave whether they are a full-time, part-time, and permanent or term contract employee provided that the employee was employed for at least thirteen (13) weeks before commencing parental leave.
3. An employee must give the CEO/Chief Librarian at least two weeks' written notice before beginning a parental leave and provide details on how many weeks they plan to take as parental leave.
4. Documentation will be provided by the Library so that the eligible employee can receive maternity and/or parental benefits through the federal **Employment Insurance Act** during the period they are off on a pregnancy or parental leave.

## **Section 5: Bereavement Leave**

All permanent full-time and permanent part-time employees are eligible for paid bereavement leave.

### **1. Permanent Full-time Employees**

- a. Up to five (5) consecutive days with pay, to arrange for or to attend the funeral of a member of the employee's immediate family. The immediate family means: the employee's spouse, child, mother, father, mother-in-law, father-in-law, grandparent, brother or sister and sister-in-law, brother-in-law, daughter-in-law, son-in-law and grandchildren, including common-law relationships standing current at the time of the leave. Where internment is later, one or more of the above days may be postponed until that date.
- b. In the event of a death of a niece, nephew, cousin, aunt or uncle, or, the grandparent of an employee's spouse, the employee will be given one (1) day leave of absence without loss of pay to attend the funeral or memorial service.

### **2. Permanent Part-time Employees**

Up to a maximum of three (3) consecutive days with pay for the scheduled hours missed, to arrange for or attend the funeral of a member of the employee's immediate family. The immediate family shall mean the employee's spouse,



child, mother, father, mother-in-law, father-in-law, grandparent, brother or sister and sister-in-law, brother-in-law, daughter-in-law, son-in-law and grandchildren, including common-law relationships standing current at the time of the leave.

### **3. Other staff**

In accordance with the ***Employment Standards Act (ESA)***, all other employees are entitled to up to two (2) days of unpaid job-protected bereavement leave each calendar year because of the death of family members, after they have worked for the library for at least two consecutive weeks. This bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral or memorial service. It could also be taken to attend to estate matters.

### **4. Bereavement Travel**

The CEO/Chief Librarian has the discretion to extend bereavement leave on either a paid or unpaid basis where the employee undertakes extended travel to attend the funeral or memorial service of a family member.

## **Section 6: Jury or Witness Duty**

Employees subpoenaed for jury duty or as court witnesses will be given leave and receive their regular pay and benefits.

## **Section 7: Sick Leave**

The Library is committed to promoting and maintaining high levels of attendance in the workplace, however it is acknowledged that there are times when an employee will need to be away from work, either due to illness, pre-planned (elective) surgery, urgent issues or a family member's illness, injury or medical emergency.

### **1. Eligibility**

#### **a. Permanent Full-time Employees**

- i. Each employee shall be credited with a total of fifty-six (56) paid sick hours on an annual basis, effective January 1st of each year.
- ii. Employees may use their sick leave credits for medical appointments.
- iii. Employees are not permitted to carry over unused sick leave hours from one year to the next.



- iv. Accumulated sick leave has no cash value on termination of employment.
- b. All other employees are not eligible for paid sick leave.

## **2. General**

- a. An employee is to advise the CEO/Chief Librarian or designate on the day they take sick leave. All sick leave shall be recorded by the CEO/Chief Librarian.
- b. Any sick leave of over five (5) consecutive days may require a medical note which outlines the duration or expected duration of the absence. The CEO/Chief Librarian will not ask for the written information about the diagnosis or treatment of the employee's medical condition.

## **Section 8: Short Term Disability Provision**

1. The employer shall pay one hundred percent (100%) of the total premium cost to provide permanent full time employees with a Short Term Disability Income Plan providing each employee with income security when unable to work due to non-occupational illness or injury. The Short Term Disability Benefit Levels shall be seventy five percent (75%) of the employee's regular rate of pay as of the date of the illness or disability.
2. Short Term Disability benefits shall be paid from the first (1<sup>st</sup>) day of disability in the event of an accident or hospitalization, and shall be paid on the eighth (8<sup>th</sup>) consecutive day off in the event of sickness.
3. Short Term Disability benefits shall be paid for a maximum period of seventeen (17) weeks or one hundred and nineteen (119) days.
4. An employee shall report their illness or injury during the first day on which the employee is absent from work. At no time shall an employee receive benefits from both paid sick leave days and the Short Term Disability Income Plan.
5. The terms under which the Short Term Disability Income Plan is administered are governed by the provisions of the master contract with the insurance carrier.

## **Section 9: Long Term Disability Provision**



1. The employer shall pay one hundred percent (100%) of the total premium cost to provide permanent full time employees with a Long Term Disability Income Plan providing each employee with income when unable to work due to non-occupational illness or injury.
2. The Long Term Disability Benefit Levels shall be seventy-five percent (75%) of the employee's regular rate of pay as of the date of the illness or disability.
3. The Long Term Disability Income benefits will be paid commencing on the one hundred and twentieth (120<sup>th</sup>) day following the date of the commencement of the disability and are payable until age sixty-five (65).
4. The terms under which the Long Term Disability Income Plan is administered are governed by the provisions of the master contract with the insurance carrier.

### **Related Documents**

***Employment Standards Act*** S.O. 2000, Chapter 41  
***Guide to the Employment Standards Act***  
***Employment Insurance Act***