

Staff leave/vacation policies

The **ESCC** was asked in February of 2009 to survey senior-sector staff about their agencies' **Christmas closure and vacation policies**. Four agencies responded and these are their policies:

Christmas closure

Edmonton Seniors Centre:

Closed between Christmas and New Years, starting from at least Dec. 24 through to early January, depending on what day of the week New Year's Day falls (in 2010 we'll re-open on Monday, Jan. 4).

Southwest Seniors Outreach Society:

The agency is closed for three weeks, usually from approximately one week before Christmas until approximately one week after New Year's Eve. The centre is only open three days a week (Tues – Thurs) on a regular basis. The staff member pops in during the Christmas break to catch up on items and ensure no emergency mail or phone calls require attention. During the three week period off, she might be in a total of six hours.

Jewish Family Services:

Staff members get Christmas Day either on Dec. 25 or the observed weekday (it's a statutory holiday, of course). Staff get Boxing Day if on a weekday, or on the day observed, only if the office building is locked. "We also get many additional Jewish holidays during the year that make up for other days that others get."

SAGE:

No formal policy on Christmas closure has as yet been adopted by the board. The centre's policy for dealing with holidays is as follows:

ARTICLE 11: PAID HOLIDAYS

11.01 (a) The following are considered paid holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and all general holidays proclaimed by the Municipality or the Government of Alberta or Canada.

(b) At the discretion of the Board, additional paid days off may be granted.

11.02 To qualify for a Paid Holiday with pay the employee must: Work her scheduled day immediately prior to and immediately following the holiday except where the employee is absent due to illness or other reasons acceptable to the Employer.

11.03 An employee obliged, by the Employer, in the course of duty to work on a Paid Holiday shall be covered by compensatory time off for all hours worked on the Named Holiday at overtime rates plus:

- (a) a mutually agreeable day off with pay within thirty (30) days either before or after the holiday, or
- (b) by mutual agreement, the day added to her next annual vacation.

11.04 Should a Paid Holiday fall during an employee's vacation period, she shall be allowed an extra day for such paid holiday providing the employee submits her request at the time Annual Vacation is scheduled or not less than fourteen (14) days prior to Annual Vacation being taken. Should it not be possible for the employee to take such extra day in connection with her vacation, she shall be allowed to take the extra day at a time that is mutually agreeable. Failing this, the employee shall be given one (1) day's pay at her basic rate of pay.

11.05 When a Paid Holiday falls on a day that would otherwise be an employee's regular scheduled day off, the employee shall receive an alternate day off. Where such alternate day off cannot be arranged, the employee shall receive one (1) regular day's pay in lieu of the holiday.

Unpaid leave

Edmonton Seniors Centre:

The centre does not have an unpaid leave policy as such, but deals with requests on a case-by-case basis at the executive director's discretion.

Southwest Seniors Outreach Society:

The society does not have a policy on unpaid leave.

Jewish Family Services:

An excerpt from the agency's personnel policies regarding unpaid leave reads as follows:

1. The intention of Leave of Absence is to enable employees to take time away from work in excess of vacation entitlement, for the purpose of refreshment, travel, education, or other personal reasons, while being

assured of employment, in either the same position or another with equivalent remuneration, when leave is completed.

2. After five years of continuous permanent employment, an employee will, upon request, be granted an unpaid leave of up to twelve months. Requests shall be made in writing at least three months prior to the intended commencement of leave.
3. Notwithstanding 2 above, the Executive Director may, in consideration of length of service and operational requirements, grant a leave of absence without pay to any employee. Requests shall be made in writing.
4. In addition to all earned time off in lieu of overtime, all accumulated vacation time shall be taken prior to commencement of a leave of absence.
5. An employee on leave of absence who wishes to have her/his leave shortened or lengthened (within the maximum of one year) may request in writing to do so. Such a request will be considered in light of operational requirements.

SAGE:

SAGE's policy with respect to leaves of absence, paid and unpaid, is as follows:

ARTICLE 15: LEAVE OF ABSENCE

15.01 **Applications**

Applications for leave of absence shall be submitted in writing to the Employer for approval. In cases of serious illness or accident to the employee's immediate family, such leave may be granted. Leaves of absence may be granted for extended vacation, marriage, and education or professional meetings or for any other reason on which the Employer and the employee agrees. A false statement in an application for leave of absence or neglect to return at the end of the leave granted may result in dismissal of employment.

15.02 **Jury or Witness Duty**

Any full-time employee required by law for jury or witness duty shall be allowed time off without loss of regular earnings during such absence but any fee receivable as such juror or witness shall be paid to the Employer. An employee acting as a voluntary witness shall not be paid for such absence.

15.03 **Political Office**

- (a) The Employer recognizes the right of an employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay so that an employee may be a candidate in federal, provincial or municipal elections.
- (b) If elected, the employee may be required by the Employer to resign.

15.04 **Compassionate Leave**

- (a) An employee shall be granted 35 hours of compassionate leave (5 consecutive non-compressed working days) without loss of salary, in the event of death of the following immediate family members: child, parent, guardian, brother, sister, grandparent, grandchild. This clause shall apply to the following relatives of the employee's current relationship: Partner (including common-law spouse), mother or father-in-law, step-parents, brother or sister-in-law, son or daughter-in-law, stepchildren, foster siblings or foster parents.
- (b) Seven (7) hours mourner leave with pay (1 non-compressed work day) shall be granted for the death of a significant other person.
- (c) Consecutive workdays shall not include the employee's regular days off.
- (d) Compassionate leave, without loss of regular earnings, shall be extended by up to fourteen (14) hours (2 non-compressed days) for travel in excess of fifteen hundred (1500) kilometers.
- (e) At the discretion of the Executive Director, additional leave of absence on compassionate grounds may be granted with or without pay.

15.05 **Professional Development**

- (a) Employee development is an ongoing and integral part of the Employer's program/services. Through supervision, staff meetings, seminars, workshops, conferences and other learning opportunities, the employees are helped to equip themselves with the required knowledge and skills to provide quality services. Expenses incurred by attendance at conferences, seminars, workshops and other training courses may be reimbursed in full or in part by the Employer. Educational leave with or without pay may be granted by the Executive Director to an employee who has completed an

equivalent of two (2) full years continuous service or more with the Employer.

- (b) Tuition fees may be reimbursed in full or in part by the Employer.

Vacation time

Edmonton Seniors Centre:

Staff start off with 15 days annual vacation leave, which can be taken as earned throughout the first year. After five years, employees get 20 days leave a year in addition to the Christmas break.

Southwest Seniors Outreach Society:

The agency adheres to the Employment Standards Code, which entitles the staff member to a minimum of two weeks vacation with pay after one year of employment and three weeks vacation after five years of employment.

Jewish Family Services:

All regular employees earn four weeks vacation during their first year.

SAGE:

The centre's annual vacation policy reads as follows:

ARTICLE 12: ANNUAL VACATION

12.01 In these Personnel Policies:

- a) VACATION means annual vacation with pay.
- b) VACATION YEAR means the twelve- (12) month period commencing the first day of January in each calendar year and concluding on the 31st day of December of the same calendar year.
- c) DATE OF EMPLOYMENT for the purposes of calculating annual vacation means:
 - i. in the case of an employee whose employment commenced between the first (1st) and the fifteenth (15th) days inclusive of any month, the first (1st) day of that calendar month;
 - ii. in the case of an employee whose employment commenced between the sixteenth (16th) and the last days inclusive of any month, the first (1st) day of the following calendar month.

12.02 A full-time employee who has completed less than one (1) full vacation year of service shall receive 8.75 hours of vacation with pay for each month worked (1-1/4 non-compressed working days).

12.03 During each of the first (1st) to fifth (5th) years of continuous full-time employment, a full-time employee shall earn entitlement to 105 hours of vacation (15 non-compressed working days).

12.04 During each of the sixth (6th) to tenth (10th) years of continuous full-time employment, a full-time employee shall earn entitlement to 140 hours of vacation (20 non-compressed working days).

12.05 During the eleventh (11th) to fifteenth (15th) year of continuous full-time employment, a full-time employee shall earn entitlement to 175 hours of vacation (25 non-compressed working days).

12.06 During the sixteenth (16th) and each subsequent year of continuous full-time employment, a full-time employee shall earn entitlement to 210 hours of vacation (30 non-compressed working days).

12.07 Vacation pay shall be at the rate effective immediately prior to the vacation period.

12.08 An employee leaving the service of the Employer at any time before she has exhausted the vacation credits to which she is entitled, shall receive payment of salary in lieu of such earned vacation.

12.09 No employee may draw vacation pay in lieu of taking her vacation.

12.10 An employee shall have the right to utilize vacation credits as they are earned subject to mutual agreement between the Employer and the employee.

12.11 Vacation leave accrued during each vacation year shall be utilized within twelve (12) months of the end of that vacation year unless the employee receives written approval from the Executive Director to carry forward vacation entitlement beyond that time.

12.12 Part-time employees shall accumulate vacation leave at a rate that is equivalent to their proportion of full-time service.