



# CASSELMAN PUBLIC LIBRARY



764, RUE BRÉBEUF, C.P.340  
CASSELMAN, ON  
K0A 1M0  
Téléphone : 613-764-5505 Télécopieur : 613-764-5507

Policy Type:	<b>Human Resources</b>	Policy Number:	<b>HR-04</b>
Policy Title:	<b>Vacation, Public Holidays and Leave</b>	Initial Policy Approval Date:	September 14, 2020
		Last Review/Revision Date:	
		Year of Next Review:	

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. All employees are entitled to an annual vacation with pay or vacation pay.

### 2. Full-time employees

a) Employees working 30 to 35 hours per week accrue annual *vacation time* as set out in this table:

Full Time Years of Service	Annual Vacation Entitlement.
Less than one year	Prorated 10 days by number of months worked in the year
1 – 4	15 days or 105 hours
5 - 14	20 days or 140 hours
15 or more	25 days or 175 hours

b) Years of service for the purposes of vacation accrual is based on an employee's date of hire anniversary. The years of service for those working less than 35 hours per week (but at least 30 hours per week) will be pro-rated based on the actual hours worked in a week, using this formula.

$$\frac{\text{Actual number of hours paid in the year} \times \text{FT annual vacation based on years of service in hours}}{1820(\text{number of FT hours in a year})}$$

### 3. Part-time employees

- a) Part-time employees with less than five years of employment are entitled to **two weeks of vacation time** after each 12-month vacation entitlement year. Employees in this category will receive four per cent (4%) of the gross wages added to each regular pay cheque, but any actual vacation time taken will be unpaid (as vacation **pay** has been provided).
  - b) Part-time employees with five or more years of employment are entitled to **three weeks of vacation time**. Employees in this category will receive six per cent (6%) of the gross wages added to each regular pay cheque, but any actual vacation time taken will be unpaid (as vacation pay has been provided).
  - c) The vacation year is the calendar year from January to December. In the first year of employment, a part-time employee will receive 4% of gross wages for the period from the date of hire to the end of the vacation year for this "stub period".
4. Employees are expected to take their vacation within the year it is earned to enjoy the necessary rest and revitalization. However, upon request, the Library CEO may grant permission to carry over up to one third of earned vacation to the next calendar year.
  5. Employees must submit vacation request forms for approval. Vacation requests are authorized by the Library CEO.
  6. Vacation to which an employee is entitled may be taken in one unbroken period or several periods; however, the CEO has the right to schedule vacations in accordance with operational needs.
  7. If a public holiday falls during an employee's vacation period, he or she is entitled to another day off.
  8. Should an employee fall ill immediately prior to or during his or her vacation, sick leave (if applicable) may be substituted for vacation when a doctor's note is presented.
  9. 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.

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

1. Ontario has nine (9) public holidays. The library will observe these nine public holidays and will be closed on those days:
  1. New Year's Day
  2. Family Day
  3. Good Friday
  4. Victoria Day
  5. Canada Day
  6. Labour Day
  7. Thanksgiving Day
  8. Christmas Day
  9. 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

- a. 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 of the Employment Standards Act*.
- b) An unpaid leave of absence for another purpose may be granted upon written request to the Library CEO. The approval process will involve consideration of the following factors including length of employment; number of previous unpaid leaves of absence; and ability of the library to cover the employee's work during the leave of absence.

### 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 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 61 or 63 weeks of unpaid time off work. A new parent is entitled to parental leave whether they are a full-time, part-time, permanent or term contract employee provided that the employee was employed for at least 13 weeks before commencing the parental leave.
3. An employee must give the library 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 an ESA pregnancy or parental leave.

### Section 5: Bereavement Leave

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

#### 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 interment 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, a nephew, cousin, an 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 burial.

#### Permanent Part-time Employees

- a) 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.

## Other staff

- a) In accordance with the **Employment Standards Act (ESA)**, all other employees are entitled to up to two 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.

## 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, urgent issues or a family member's illness, injury or medical emergency.

### 1. Eligibility

#### a) Permanent Full-time Employees (35 hours per week)

- i. Employees earn one (1) day of paid sick leave credit per month, cumulative, for each month of continuous service.
- ii. Credit becomes eligible for use on the first day of the month following the month in which it was earned.
- iii. Employees may use their sick leave credits for medical appointments, but arrangements must be made with the CEO or supervisors at least seven days in advance of taking time off.
- iv. Three of the twelve (12) paid sick days may be used as family responsibility leave days.
- v. Accumulated sick leave has no cash value on termination of employment

#### b) Permanent Part-time Employees (20 to 34 hours per week)

- i. For employees working fewer than 35 hours but no fewer than 20 hours, sick leave credit is prorated from that full-time rate (above) and the same conditions apply.

#### c) Part-time Employees (less than 20 hours per week)

- i. Employees working fewer than 20 hours per week do not receive paid sick leave.
- ii. Such employees have the right to take up to **three (3) days** of unpaid job-protected leave each calendar year due to a personal illness, injury or medical emergency, as outlined in the **Employment Standards Act**.
- iii. Such employees are entitled to up to three sick leave days per year once they have worked for an employer for at least two consecutive weeks.
- iv. There is no pro-rating of the three-day entitlement. An employee who begins work partway through a calendar year is still entitled to three days of leave for the rest of that year.
- v. The three days of leave do not have to be taken consecutively. Employees can take the leave in part days, full days or in periods of more than one day. If an employee takes only part of a day as sick leave, the employer can count it as a full day of leave.

### 2. General

- a) An employee is to advise the CEO or his or her supervisor prior to the beginning of the shift on the day he or she takes sick leave. All sick leave shall be recorded by the CEO.
- b) Any sick leave of over five (5) days requires a medical note which outlines the duration or expected duration of the absence; the date the employee was seen by a health care professional and whether the patient was examined in person by the health care professional issuing the note. The library will not ask for the written information about the diagnosis or treatment of the employee's medical condition.

- c) An employee can take sick leave for illnesses, injuries and medical emergencies for themselves. It does not matter whether the illness, injury or medical emergency was caused by the employee or by external factors beyond their control.
- d) Employees are entitled to take the leave for pre-planned (elective) surgery if it is for an illness or injury, even though it is scheduled ahead of time and not a medical “emergency” but cannot take the leave for cosmetic surgery that is not medically necessary or is unrelated to an illness or injury.

**Note: This policy is subject to the Municipality's regulations as described in the "Manuel du personnel". In case of discrepancy between the Library's By-Laws and the Municipality's regulations, the latter shall prevail.**

#### **Related Documents**

*Employment Standards Act* S.O. 2000, Chapter 41