

## Trent Lakes Public Library



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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:	<b>27-09-2019</b>
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The Library Board's terms and conditions of employment with respect to vacations, public holidays, and leave are intended to provide employees with appropriate time away from work.

### **Section 1: Public Holidays under the *Employment Standards Act***

1. The library will observe these public holidays and will be closed on the following days:
  - New Year's Day
  - Family Day
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Canada Day
  - Labour Day
  - Thanksgiving Day
  - Remembrance
  - Christmas Day
  - Boxing Day (December 26)
2. Employees can choose to work the week between Christmas and New Year's or take it off. Staff with vacation days must use those days to cover time off. Staff without will go without pay except for the statutory holidays. The staff will meet with the CEO at least a month prior to discuss if the library branches will be open during the holidays so the CEO can plan accordingly.
3. The procedure for paying public holidays will follow the instructions contained within the ***Employment Standards Act***.
4. 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 2: Annual Vacation Time Entitlement and Vacation Pay**

1. All full time employees are entitled to an annual vacation with pay.
2. Full time, permanent employees accrue annual *vacation time* as set out in Table 1 while part time and short-term employees will receive *vacation pay* in accordance with the ***Employment Standards Act***.

## **Vacation, Public Holidays and Leave (Continued)**

Table 1.

Full time employees shall receive an annual vacation with pay during the calendar year (January 1 to December 31) based on their credited service as follows:

- January 1st of year one (1) to December 31st of year two (2) - two (2) weeks;
  - January 1st of year three (3) to December 31st of year seven (7) - three (3) weeks;
  - January 1st of year eight (8) to December 31st of year fourteen (14) - four (4) weeks;
  - January 1st of year fifteen (15) to December 31st of year twenty (20) - five (5) weeks;
  - January 1st of year twenty-one (21) to December 31st of year thirty-four (34) - six (6) weeks;
  - January 1st of year thirty-five (35) - seven (7) weeks.
3. Vacation time is eligible for use as it is earned.
  4. Employees are expected to take their vacation within the year it is earned to enjoy the necessary rest and revitalization.
  5. Employees are allowed to carry over a maximum of one (1) week of vacation into the next year subject to the approval of the CEO. The carried over week must be taken before December 31<sup>st</sup> of the following year.
  6. If a paid holiday falls on or is observed during an employee's vacation period, they shall be granted an additional day's vacation for each holiday, in addition to their regular vacation time. An employee leaving the Library's service before having taken all of her or his allotted vacation will be entitled to receive vacation pay for the unused balance of vacation.
  7. Employees must submit vacation request forms for approval. Vacation requests are authorized by the CEO.
  8. 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.
  9. Should an employee fall ill immediately prior to or during his or her vacation, sick leave may be substituted for vacation when a doctor's note is presented.

### **Section 3: Sick Leave and Preventative Medicine**

1. Full time employees receive seven paid sick days.
2. Eight unpaid leave days (three sick leave, three family responsibility leave, and two bereavement leave).
3. An employee is to advise the CEO prior to the beginning of the shift on the day he or she takes sick leave.
4. Any sick leave of over five days requires a doctor's note.
5. Employees may use their sick leave credits for preventative or non-emergency medical appointments but arrangements with the CEO must be made in advance of taking time off.
6. Accumulated sick leave has no cash value on termination of employment.

## **Vacation, Public Holidays and Leave (Continued)**

### **Section 4: 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 5: Other Leaves**

Other leaves are offered according to the **Employment Standards Act**, these include:

- pregnancy
- parental
- family medical
- organ donor
- personal emergency
- declared emergency
- reservist

### **Related Documents**

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