

RAINY RIVER PUBLIC LIBRARY		
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Date: March 15, 2011	Authorized by:	

This policy establishes the vacations and leave available to library staff.

1. In accordance with the *Employment Standards Act 2000, S.O. 2000, c.41*, staff earn two weeks of vacation (pro-rated) every calendar year. This means employees receive vacation equivalent to their normal, approved hours of work over a two-week period.
2. Vacation must be taken in the calendar year in which it was earned.
3. By law, all staff shall be paid vacation pay equivalent to four per cent of their gross wages in each pay period. After 9,100 hours worked, an employee is entitled to six per cent vacation pay.
4. Vacation should be requested no later than the pay period prior to the period in which the vacation falls.
5. Vacation requests for the CEO are approved by the Library Board. Vacation requests for all other staff are approved by the CEO and may be reviewed by the Library Board, if necessary. In all cases, continuity of service shall be considered in the granting of vacation.
6. In all cases, requests for leave must be made in writing and approved by the Board (in the case of the CEO) or the CEO (in the case of all other employees).
7. By law, all employees are entitled to job-protected leave without pay in the following circumstances:
 - a. **Pregnancy Leave:** Pregnancy leave is up to 17 weeks of job-protected, unpaid time off work. If you are pregnant, you are entitled to take pregnancy leave whether you are a full-time, part-time, permanent or contract employee. You must have been hired at least 13 weeks before your baby's expected birth date ("due date").
 - b. **Parental Leave:** As a new parent (e.g., birth parent, adopting parent, person in a relationship with a parent of a child and plans to treat the child as their own) you have the right to take job-protected, unpaid time off work when a child is born or first

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comes into your care. You are entitled to take parental leave whether you are a full-time, part-time, permanent or contract employee. To qualify, you must have been hired at least 13 weeks before the start of the leave. Employees who take pregnancy leave are entitled to take up to 35 weeks of parental leave, usually beginning right after their pregnancy leave ends. Those who do not take pregnancy leave and all other new parents can take up to 37 weeks of parental leave, beginning no later than 52 weeks after the date the child was born or first came into their care. Parents do not have to take their leave at the same time. Except in certain cases, you must inform the Library Board in writing two weeks before beginning a pregnancy or parental leave. You must also provide the Library Board with four weeks written notice if you are changing the end date of your leave. NOTE: Once you have started pregnancy or parental leave, you must take it all at one time and cannot split it up.

- c. **Family Medical Leave:** Family medical leave is unpaid, job-protected time off work for up to 8 weeks in a 26-week period. This leave may be taken to provide care or support to “immediate family” who have a serious medical condition with a significant risk of dying within a period of 26 weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner. Family medical leave is available to you whether you apply for federal Employment Insurance compassionate care benefits or not. If you are applying for Employment Insurance (EI) compassionate care benefits, a copy of the medical certificate submitted to Human Resources and Skills Development Canada may also be used for the purpose of family medical leave. You are entitled to family medical leave whether you are a full-time, part-time, permanent or contract employee. If two or more employees qualify to take the leave to care for the same person, the eight weeks must be shared. You must inform the Library Board in writing that you will be taking family medical leave before it begins, or as soon as you can. NOTE: The 8 weeks of a family medical leave do not have to be taken at the same time.

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- d. **Reservist Leave:** Employees who are military reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled under the ESA to unpaid leave for the time necessary to engage in that operation. In the case of an operation outside Canada, the leave would include pre-deployment and post-deployment activities that are required by the Canadian Forces in connection with that operation. In order to be eligible for reservist leave, you must have worked for your employer for at least six consecutive months. Generally, reservists must provide their employer with reasonable written notice of the day on which they will begin and end the leave. Reservist leave is only available to reservists who gave their required notice and were deployed on operations on or after December 3, 2007. Employees on a reservist leave are entitled to be reinstated to the same position if it still exists or to a comparable position if it does not. If the employer postpones the employee's return to work, the employer is required to pay the employer's share of premiums for certain benefit plans related to his or her employment and allow the employee to participate in such plans for the period the return date is postponed.
8. In the event of a death in the immediate family, employees are allowed a maximum of five consecutive calendar days, one of which must be the funeral day. If any of these days are scheduled work days, the employee will receive their regular pay. "Immediate family" is defined as:
- a. Spouse, including same-sex partner
 - b. Parent, step-parent, foster parent of the employee or of the employee's spouse
 - c. Child, step-child of the employee or of the employee's spouse or same-sex partner
 - d. Grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse
 - e. The spouse of a child of the employee
 - f. The employee's siblings
 - g. A relative of the employee who is dependent on the employee for care or assistance

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9. Staff are allowed sick days without pay by the approval of the CEO and/or Library Board. The employer recognizes that absence due to illness is a normal occurrence, and will do its best to support and accommodate employees. The Board may request confirmation of illness (in the form of a written note from a certified health care practitioner) for absences causing the employee to miss more than five consecutive, regularly-scheduled work days.

10. As required by Ontario law, the Board shall grant a job-protected leave of absence to an employee who is summoned for jury duty. The Board is not obliged to pay the employee who is absent on jury duty.

11. As required by Ontario and federal law, employees who are eligible to vote in a federal, provincial or municipal elections are entitled to three consecutive hours, while the polls are open, to vote. An employee shall be entitled to leave from work only if his or her shift does not permit more than three consecutive hours free of work during the polling period.

12. Other leaves without pay shall be granted at the discretion of the CEO and/or the Library Board.

13. Leave of absence granted under the terms of this policy will be considered as continued service by the employee.