

<b>RAINY RIVER PUBLIC LIBRARY</b>		
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	Topic: <b>VACATIONS AND LEAVE</b>	Page: 1
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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 a minimum of two weeks of vacation (pro-rated) every calendar year. This means employees receive minimum 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 in writing no later than the pay period prior to the period in which the vacation falls.
5. Vacation entitlement for the CEO is 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.
7. By law, all employees are entitled to job-protected leave without pay in the circumstances described in the *Employment Standards Act, 2000*, as amended. Types of unpaid leave include:

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- a. Pregnancy and parental leave
- b. Sick leave (subject to Section 9, below)
- c. Bereavement leave (subject to Section 8, below)
- d. Family responsibility leave
- e. Family caregiver leave
- f. Family medical leave
- g. Critical illness leave

In all cases, staff should refer to the current iteration of the *Employment Standards Act* for terms and conditions of leave. The Library Board notes that an employee may be entitled to more than one of these leaves 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).

- 8. Bereavement leave: 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
  - d. Grandparent, step-grandparent, grandchild or step-grandchild of the employee 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. Self-funded leave: An employee may schedule a self-funded leave with the approval of the Board. The self-funded leave will require an employee to defer 1/3rd of their regular pay for twice the number of months of leave requested. The employee will then draw the deferred pay during the leave. Example: an employee wishes to take a self-funded leave of four months. The employee must work eight months with 1/3 of pay deferred. When the leave begins, the employee will draw the deferred pay for the duration of the leave.
  - a. Self-funded leaves may not exceed six consecutive months.
  - b. The period of leave must fall at the end of the deferred wage period. For example: a six month self-funded leave must follow 12 consecutive months of work with 1/3 of wages deferred.
  - c. The Board may post for a replacement contract employee to cover the position affected by the self-funded leave for the duration of the leave. This replacement employee shall be compensated at the start rate of the position's band (see Policy PE4) for the duration of the contract.
  - d. The CEO/Librarian shall hold deferred wages for a self-funded leave in an account created for that purpose.

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e. Payment will be issued to the employee on leave on the same date and terms as active-working employees.

f. A self-funded leave may not be altered or extended once the leave agreement is made with the Board. In the event a leave is cancelled, the employee shall be paid all deferred wages on the next regularly-occurring pay day.

**12.** As required by Ontario and federal law, employees who are eligible to vote in 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.

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

**14.** Any leave of absence granted under the terms of this policy will be considered as continued service by the employee.