

PATHWAYS ABILITIES SOCIETY

POLICY: VACATION AND TIME OFF

Applies to: All Personnel and Persons Served

Original Approval Date: January 26, 2004

Date Board Approved: December 21, 2023

Replaces Policy Dated: January 23, 2023

Board Member's Signature

POLICY

Vacations

Employee vacations are allotted as outlined in the most recent collective agreement.

Pathways' vacation year runs from June 1 to May 31 of each year. Accrued vacation is converted to hours entitled on June 1 of each vacation year. The hours are to be used by May 31 of the following year. Employees are permitted to use their annual vacation accrual allotment within the vacation year and are not permitted to borrow from the next vacation year's entitlement.

Employees can request to be paid out a portion of their vacation pay as outlined in the most recent collective agreement.

Time off/ Vacation requests must be submitted by the dates outlined in the most recent collective agreement. Submissions are required for annual closures.

The executive director or designate confirms vacation entitlement.

The employee's immediate supervisor processes vacation requests in consultation with the person doing the scheduling except from June 15th to September 15th and December 20th to January 5th; the executive director processes all the leadership team member's vacation requests.

Block vacation requests not submitted by the date(s) specified in the most recent collective agreement will be considered for approval seven days after the availability sheet for the time period requested has been received as per the Casual Call-in policy.

Employees can request the odd day off, and permission may be granted providing:

- The request is made 24 hours prior to the day wanted.
- Appropriate staff coverage is available, and to secure that coverage does not cause undue hardship on the supervisor, manager, or individuals receiving services.
- Requests occur infrequently.

Individuals employed by social ventures are required to complete and submit a Vacation Leave of Absence request form 2 weeks prior to the time frame requested for appropriate scheduling or rescheduling to occur. Individuals' requests will not be denied.

Statutory Holidays

Statutory holidays falling on an employee's day of rest will be granted as per the most recent collective agreement. Employees are required to complete the appropriate time off form in ShareVision if they are typically scheduled to work the statutory holiday day.

Leave of Absence

Leave of Absences will be granted as per the most recent collective agreement. Employees are required to complete the appropriate time off form in ShareVision.

Agency Closures

Pathways may schedule annual closures for specific service areas with the approval of the board of directors. Typically, these occur for two weeks in the summer and over the Christmas season.

Employees affected by the closure have the following options:

- If they have vacation pay, they use it.
- If they have vacation pay and do not want to use it, they work,
- if they have no vacation pay, they can request an unpaid leave of absence or work.

Leadership Employees

Leadership employees are required to complete a ShareVision Supervisor Manager away list when their absence exceeds 3 workdays and notify the rest of the team that it has been completed.