

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.7 Leaves – Unpaid and Paid

Group: All Staff

Purpose:

To ensure that the operational requirements of the agency are met and that staff leaves are administered fairly and equitably.

Policy Statement:

CVS grants unpaid leave of absence to employees on a case by case basis ensuring that all requests meet operational requirements, are in keeping with the Collective Agreement for union staff and are following the Employment Standards Act as a minimum guide for exempt staff.

Paid leave i.e. vacation, illness, maternity, paternity, etc. is granted according to the Collective Agreement and conditions of employment for non-union staff. Using leaves of absence for any purpose other than the reason granted is unacceptable.

Practice Standards:

Employees seeking unpaid or paid leave of absence must follow proper procedures in requesting the leave. All requests must be in writing. Responses will be in writing and if leave is withheld the reason will be given to the employee.

The Executive Director or designate reviews all leave of absence requests and approves or denies the request based on operational requirements and the following general guidelines.

Best Practices:

Review Leave Procedures regularly to ensure relevance.

Policy Audit: March Annually

Date Issued: March 14, 2004

Date Revised:

Position Responsible: Executive Director or designate

References:

- ✍ Collective Agreement
- ✍ 6.7.A – Vacation / Leave of Absence (Under 3 Days)
- ✍ HR 6.7.B – Unpaid Leave of Absence and Special Leave Request Form
- ✍ HR 6.7.C - Education Leave Request Form

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Requests for Leave of Absence Procedures

Guidelines for granting a general leave of absence are:

The request must be in writing and must be submitted a minimum of four (4) weeks in advance of the date of commencement. Under extenuating circumstances the employer may wave the minimum of four (4) weeks advance notice request.

The leave must meet operational requirements. A replacement must be available for the dates requested. If a replacement is not available and the application is otherwise approved, the applicant may be requested to alter the dates to a more convenient period.

The health and welfare benefits of the employee will be paid according to the collective agreement. Seniority accrual is also defined in the collective agreement.

Granting a leave of absence, other than leaves of absences outlined in the Employment Standards Act and the CVS / CUPE Collective Agreement, is done so at the discretion of the employer but will not be unreasonably withheld.

When considering granting a leave of absence, the employer will take into account the intent to both protect long-term employees and their positions, as well as give fair access for advancement and permanent work for other employees.

An employee's length of service and work record shall be a factor when giving consideration to a request for a leave of absence of any kind or duration.

As a general rule, leave of absences of no longer than six months in duration will be granted. Such leaves will be considered for:

- ? Extended holidays (please refer to #2)
- ? Personal / family considerations
- ? Secondments (please refer to #2)

Health benefits may be continued during a leave of absence that is approved by the employer and the insurance carrier by the employee submitting post-dated cheques covering the total cost of the premiums.

Banked vacation credits will be exhausted prior to implementing the leave.

Employees must provide an address, phone number and/or e-mail address where they can be contacted during the leave.

Employees must "check in" to the Program Manager or Executive Director at designated intervals throughout the leave.

Unpaid Leave Of Absence More Than 3 Days

The Employer may grant leave of absence without pay to employees in accordance with the collective agreement and with the provisions below, where the employee is asking for **more than 3 days**.

- a) The request must be in writing on Form 6.7.B (Unpaid Leave of Absence or Special Leave Request) and must be submitted a minimum of four (4) weeks in advance of the date of commencement. Under extenuating circumstances the employer may wave the minimum four (4) weeks advance notice request.

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- b) The request must meet operational requirements, be signed by the House Supervisor or Program Coordinator and by the Program Manager before going to the Executive Director. A replacement staff must be available for the dates requested. If a replacement staff is not available and the application is otherwise approved, the applicant may be requested to alter the dates to a more convenient period.
- c) The reasons given must be deemed to be good and sufficient and the final approval for the application must be in writing by the Executive Director.
- d) Employees on leave of absence for (1) month or less shall have all health and welfare benefit plans continued. Employees on leave of absence exceeding one (1) month may arrange for the contribution of benefit plans by payment of the Employer and employee portion of the premiums for the period of leave in excess of one (1) month.
- e) The employee shall not accrue service related benefits during leaves of absence.

Unpaid Leave of Absence of 3 Days or Less

When applying for paid leave or unpaid leave up to 3 days, employees submit their request to their immediate Supervisor. The Supervisor checks the request to ensure that granting leave will not compromise operational requirements or client care needs and to ensure that the leave will not generate overtime for staff coverage. If the request meets operational requirements and client care needs, the Supervisor signs on the appropriate line indicating the request meets operational requirements, submits the form to payroll and arranges for relief coverage if required. The Supervisor notifies the employee of their decision.

Please submit your request on Form 6.7.A – Employee Vacation Leave/Statutory Holiday Leave or Unpaid Leaves of Absence of under three days.

Special Leave

Request must be submitted on Form 6.7.B. Special Leave is without pay and will be granted according to the collective agreement.

Educational Leaves

CVS recognizes that an improved service to clients will result if employees acquire knowledge and skills related to the services provided by the Association. All requests for Educational Leave must be submitted using Form 6.7.C (Educational Leave Request).

Educational Leaves Required by CVS:

When an employee is required by the Association to take a course or participate in training, the employee will be granted leave with pay. When such leave is granted, the Association will bear the costs of the course including tuition fees, registration fees, laboratory fees and required books and materials. **CVS** may provide assistance with “Meal, Accommodation and Travel” expenses for approved courses and workshops that are directly job-related.

The Association may advance money for these costs. The Association will require confirmation of attendance and / or confirmation of successful completion for reimbursement. At the discretion of the Association, course

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materials so purchased become the property of the Association. The Association may require that a contract be entered into with the employee governing the conditions applying to a specific development or educational opportunity and employment. On return, the employee may be required to submit a summary of the symposium / seminar / course to the Association.

Educational Leaves Requested by the Employee:

Employees wishing to proceed on staff development leave shall submit a request in writing to their Program Manager, indicating the leave requested. When the employee requests permission to attend an education session, or the employee is, at their discretion, to attend a course suggested by the employer, the employer may provide assistance with registration, travel, accommodation, or time off with or without pay, for approved courses which are directly job-related. Employees will not have the day off rescheduled if the education course falls on their normally scheduled day off.

Employee requesting permission to attend courses or tuition subsidy will complete the **CVS** Application for Educational Development Form and submit the form to their immediate supervisor. All applications must be approved by the Executive Director.

The criteria for approval shall included:

- ? relevance of the particular education to the employee's job
- ? benefits to be derived by the Association
- ? availability of session
- ? operational requirements

The costs of granting professional development leave when requested by the employee will be covered by the Association at its discretion.

On his return, the employee may be required to submit a summary of the symposium / seminar to the Association for distribution to the other employees.

Written Agreement:

The Association may require that a contract be entered into between the employee and his / her Program Manager, which will govern the conditions applying to a specific development or educational opportunity.

Long-term Educational Leave:

Employees who intend to upgrade in a bona fide educational institution may apply in writing for an educational leave. Such leave may be granted only if the course of study has direct relevance to the work of the Association. If approved, a permanent employee's regular position will be held up to ten months the first year (depending on the length of the course). If the employee does not return to the position within ten months, s/he will be given the opportunity to move onto the casual list.

Return to Work Requirements following leave for WCB or LTD or other reasons where the return to work date is uncertain:

Employees must advise their Program Manager a minimum of two weeks prior to their intention to return to work

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A return to work from WCB or LTD or other reasons must be authorized in writing by the employee's physician or designated health care practitioner. Once a regular employee has applied for vacation and/or leave, this vacation or leave has been approved and casual call-in has been scheduled then the vacation/leave **may not** be cancelled.