

Carlow/Mayo Public Library

Policy Type:	Human Resources	Policy Number:	HR - 04
Policy Title:	Vacation, Public Holidays and Leave	Last Reviewed:	June 17, 2019
		Next Review Date:	June 2023

The Carlow/Mayo Public Library Board's terms and conditions of employment with respect to vacations, public holidays and leave are in compliance with the Ontario **Employment Standards Act**.

Section 1: Public Holidays

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
 - Christmas Day
 - Boxing Day (December 26).
2. Employees who qualify to **take these days off work will be paid public holiday pay**. The amount of public holiday pay to which an employee is entitled is all of the *regular wages earned* by the employee in the four work weeks before the work week with the public holiday *plus* all of the *vacation pay payable* to the employee with respect to the four work weeks before the work week with the public holiday, *divided by 20*. The actual procedure for paying these holidays will follow the instructions contained within the **Employment Standards Act**.
3. Staff may use vacation time to observe religious holidays that fall on dates other than those listed. To do so staff must submit a vacation request.

Section 2: Annual Vacation Time Entitlement and Vacation Pay

1. All employees are entitled to an annual vacation with pay.
2. Employees working 20 hours or more per week will receive annual *vacation time* while employees working less than 20 hours and short-term employees will receive *vacation pay* in their regular pay packets.

Vacation, Public Holidays and Leave (Continued)

3. Employees are entitled to a minimum of 15 days of **vacation time** after 12-month full-time continuous service. The following schedule reflects an increasing amount of vacation based on years of service:

Full Time Years of Service	Annual Vacation Entitlement.
Less than one year	Pro-rated 15 days by number of months work in the year
1 – 3	15 days or 105 hours
4 - 14	20 days or 140 hours
15-19	25 days or 175 hours
20 +	30 days or 210 hours

4. Years of service for the purposes of vacation accrual is based on the staff member's employment anniversary date. The years of service for those working less than full-time (35 hours per week) will be pro-rated based on the actual hours worked in a week, using this formula.

Actual number of hours paid in the year X FT annual vacation based on years of service
1820 (number of FT hours in a year)

5. Vacation time is eligible for use on the first day of the year in which it is earned.
6. Employees are expected to take their vacation within the year it is earned to enjoy the necessary rest and revitalization.
7. Employees must submit a vacation request for approval which is not confirmed until 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. If a public holiday falls during a staff member's vacation period, he or she is entitled to another day off.
10. Should a staff member fall ill immediately prior to or during his or her vacation, sick leave may substitute for vacation upon presentation of a doctor's note.
11. If a staff member has taken more vacation than he or she has actually earned and leaves the library, payment to cover the unearned vacation will be deducted from his or her final pay.
12. Upon request, the CEO may grant permission to carry over up to one third of earned vacation to the next calendar year.

Section 3: Sick Leave and Preventative Medicine

1. All staff earn one day of paid sick leave credit per month, cumulative for each month of continuous service. Sick leave credit is pro-rated for staff working less than 35 hours but no fewer than 20 hours. Credit becomes eligible for use on the first day of the month following the month in which it was earned. Staff working fewer than 20 hours do not receive paid sick leave.
2. Staff are to advise the CEO or their supervisor at the beginning of their shift or before on the day they take sick leave
3. Any sick leave of over five days requires a doctor's note.

Vacation, Public Holidays and Leave (Continued)

4. Staff may use their sick leave credits for preventative or non-emergency medical appointments but must make arrangements with the CEO or supervisor 7 days in advance of taking time off.
5. Accumulated sick leave has no cash value on termination of employment.¹

Section 4: Bereavement Leave

The library wishes to assist bereaved staff with paid leave of absence. Time from one to five days may be granted with pay based on the deceased's relationship to the staff member, using this schedule.

Bereavement Days Off	Relationship
5	Immediate family – spouse, child, parent, sister, brother,
3	In-laws, grandparents, grandchild
2	Uncle, aunt, cousin, nephew, niece, or person with who the employee has maintained a close personal relationship

Section 5: Personal Leave

For special situations a leave with full or partial pay may be granted. If staff need a leave for compassionate or other personal circumstance, they may make a written request to the CEO. Such leaves are discretionary to meet the operating needs of the library.

Section 6: Jury or Witness Duty

Staff members subpoenaed for jury duty or as court witnesses will be given leave and receive their regular pay and benefits.

Section 7: Other Leaves

Other leaves are offered according to the Employment Standards Act. This includes:

- pregnancy
- parental
- family medical
- organ donor
- personal emergency²
- declared emergency
- reservist