

Deseronto Public Library

Policy type: Human Resources

Policy Number: HR 04

Policy Title: Vacation, Public Holidays and Leave

Approval Date: January 31 2018

Year of Next Review: 2021



The Deseronto 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**.

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
 - Victoria Day
 - Canada Day
 - Labour Day
 - Thanksgiving Day
 - Christmas Day
 - Boxing Day

Library will be closed the Saturday of a long Weekend.

2. The CEO will ensure that the Employment Standards Act will be followed when necessary.

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.
3. Employees are entitled to a minimum of 10 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:
4. Years of service for the purposes of vacation accrual is based on the staff member's employment anniversary date.

Years of Service	Annual Vacation Entitlement.
Less than 1 year	10 working days
1 year but less than 5 years	10 working days
5 years but less than 10 years	15 working days
10 years but less than 15 years	15 working days
15 years but less than 20 years	20 working days

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.

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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. 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.

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 prorated 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 may use their sick leave credits for preventative or non-emergency medical appointments but must make arrangements with the CEO or supervisor 1 day in advance of taking time off.
3. Accumulated sick leave has no cash value on termination of employment.¹
4. Sick leave entitlement is governed by the most recent Employment Standards Act.

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, siblings, In-laws, grandparents, grandchild
1	Uncle/aunt, cousin, nephew, niece, or person with who the employee has maintained a close personal relationship

Personal Leave

For special situations a leave with full or partial pay may be granted. If staff needs 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. When the CEO requests such a leave, the board shall consider the application.

Jury or Witness Duty

Staff members subpoenaed for jury duty or as court witnesses to matters which they are not charged or a party to will be given leave and receive their regular pay and benefits.

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Other Leaves

Other leaves are offered according to the Employment Standards Act.

This includes:

- pregnancy
- parental
- family medical
- organ donor
- domestic and sexual violence leave
- death of a child
- crime related disappearance
- personal emergency²
- declared emergency
- reservist