

Section IV

Part 4

Vacations

Vacations play an important role in achieving a balance in your life. They are vital to your health and well-being and we encourage you to take your vacation time on a yearly basis.



Your Vacation Pay Entitlement

As an employee with the Community Living Society, you are entitled to vacation with pay in accordance with the following policy:

- You may take earned vacation with pay after you have successfully completed your probationary period of employment (6 months) with us. All of your vacation entitlements should be taken in the 12 month period following the year in which they were earned. Saving your vacation in order to take an extended holiday in the future is discouraged. Please discuss this with your Coordinator who must obtain Director approval for this.
- You are encouraged to take earned vacation in periods of one week or more, in order to give yourself a good break from work.
- You will accrue vacation entitlement and pay as follows
- You are advised on your bi-weekly pay stub of your vacation pay accrual, shown as “vacation owed” in the year-to-date section. To calculate how many hours this covers, divide your vacation pay accrual by your current pay rate.
- Your Coordinator is responsible for tracking vacations taken vs. vacation entitlement for you each year.
- Your Coordinator’s authorization is required before vacation is granted and your vacation pay paid out.
- If you change your work location, your new Coordinator is responsible for obtaining your current vacation entitlement information from your previous Coordinator.



Years of Completed Continuous Employment	Vacation Entitlement
Hire Date to One	2 weeks (4%)
One	3 weeks (6%)
Two	3 weeks (6%)
Three	3 weeks (6%)
Four	3 weeks (6%)
Five	4 weeks (8%)
Six	4 weeks (8%)
Seven	4 weeks (8%)
Eight	4 weeks (8%)
Nine	4 weeks (8%)
Ten	5 weeks (10%)
Eleven	5 weeks (10%)
Twelve	5 weeks (10%)
Thirteen	5 weeks (10%)
Fourteen	5 weeks (10%)
Fifteen	6 weeks (12%)
Sixteen	6 weeks (12%)
Seventeen	6 weeks (12%)
Eighteen	6 weeks (12%)
Nineteen	6 weeks (12%)
Twenty and on	7 weeks (14%)



Your Coordinator will help your team come up with a vacation schedule that is fair to everyone on the team

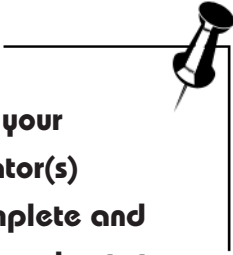
Scheduling of Vacations

A planning schedule for April to March of the following year will be provided to all Coordinators early in each year to assist in the scheduling of vacations. It will be circulated immediately. If you submit your vacation request to your Coordinator by March 31 for the following twelve (12) months you will receive priority. Your Coordinator is ultimately responsible for scheduling vacation and ensuring all team members have the opportunity to use their allotted vacation time. Specific requests will be approved depending on the various needs of the supported individuals and other operating requirements. If there is a scheduling conflict between team members and all other considerations are equal, seniority will determine the scheduling priority. Your Coordinator will confirm your vacation request by the third week in April of each year.

Any vacation requests to Coordinators after the March 31st deadline each year, will be on a “first come first served” basis (i.e. seniority will not apply) and will only be approved within the context of appropriate operating requirements. Reasonable notice is expected for such requests to be considered.

Coordinators are required to inform their Director when they plan to take a short vacation such as two or three days. This can be done via email. For longer vacations, Coordinators must obtain approval from their Director at least one month in advance of the vacation. This request must be made via email and your Director will send you a response via email. Coordinators are required to set up the “Out of Office Assistant” on their email, with an AutoReply stating their unavailability and who can be contacted in their absence.

As a concerned employer, CLS encourages all Supervisors to be aware of employees’ general health and well being. There may be times when we ask you to take a vacation because we feel you need a break.



You and your Coordinator(s) must complete and submit timesheets to Financial Services

How You are Paid Your Vacation Pay

- We cannot grant you vacation pay in advance of vacation credits earned.
- Vacation pay is paid for the time you take off work which has been approved by your Coordinator, providing you have time in your vacation bank. Vacation pay is also paid out when you leave your employment with us, or if you become a relief employee.
- For your vacation you will be paid at your hourly rate, and/or overnight rate, based on regularly scheduled hours specified on

your timesheet. You will be paid to a maximum of the vacation pay you have earned to that date.

- For your scheduled authorized vacation you must submit to your Coordinator(s) a completed timesheet(s) of your regularly scheduled hours for the vacation period(s) before leaving for holidays.
- Your Coordinator(s) must submit the authorized timesheet(s) indicating you are on vacation, to Financial Services, by the cut-off day of the appropriate pay period(s). Coordinators must be sure to note statutory holidays that fall in the vacation period.
- When you take your vacation your vacation pay will be paid on the regular pay day in the corresponding pay period(s).
- A request to release your vacation pay in advance of your actual vacation will be considered provided you:
 - submit a written request (include the date you need the advance) authorized by your Coordinator, to your Director for approval,
 - include an authorized timesheet for the applicable pay period (no other timesheet for vacation time is to be submitted for that pay period), and
 - give at least two weeks notice prior to the date you require the advance.
 - If your request is approved your Director will submit the documents to Financial Services for processing. A manual cheque will be made available to you to pick up at the office.
- You may make a request for a lump sum cash payment from your vacation bank as follows:
 - Call the payroll hotline and explain your request for a cash payment and how much you are requesting.
 - Two weeks' vacation pay will be withheld and the calculation performed for the cash withdrawal.
 - The payment is subject to all applicable payroll taxes.
 - Lump sum vacation payments will not be included in pensionable salary with regard to the Municipal Pension Plan.
 - You will be required to sign a letter of understanding that you will take two weeks' vacation in the next twelve months.
 - This request may only be made once a year.

When You Leave the CLS

When you leave the CLS, your vacation pay earned, less the amount of vacation you have taken, will be released to you, minus the applicable payroll deductions.

Wage Garnishees

CLS will not honour any assignment or garnishee of your wages unless required to do so by law.

Temporary Pay Rates

From time to time employees take on additional responsibilities e.g. An employee who takes on a Coordinator role during their Coordinator's leave of absence; or a Coordinator who agrees to take on the responsibilities of a second location temporarily. CLS recognized this additional responsibility as follows:

- Coordinators who supervise one additional location will receive a \$1.00 per hour increase for all hours worked at both locations.
- Assistant Coordinators who cover a Coordinator's leave of absence and work at the same location will continue to receive their same rate for a period of 6 weeks, effective on the 1st day of the Coordinator's leave. If the Assistant Coordinator is still in the Acting position after 6 weeks, their wage will then increase to the minimum supervisory wage rate.
- Community Living Counsellors who cover a Coordinator's leave of absence and work at the same location will immediately receive the Assistant premium of \$0.65 per hour for a period of 6 weeks. If the Counsellor is still in the Acting position after 6 weeks, their wage will then increase to the minimum supervisory wage rate. Coordinators must obtain their Director's approval and inform Payroll in advance of this change.
- Community Living Counsellors who cover a Coordinator's leave of absence and do not work at that location will receive the minimum supervisory wage rate, effective on their first day of training and/or work at the new location.

Minimum Daily Pay

When You Are Scheduled To Work and Must be Sent Home

Occasionally, a CLS employee must be sent home after reporting to work in good faith. In these cases:

- If you began work you are paid for 4 hours.
- If you did not begin work you are paid for 2 hours.

An example of this might be where two employees are scheduled for the same relief shift in error and one has to be sent home.

When You Attend A Scheduled Meeting

CLS employees are paid their regular wage rate (hourly or salaried) for their time to participate in various meetings. These meetings are planned and scheduled in advance so that all participants know when the meetings will take place. With respect to staff meetings the time scheduled is generally between one and three hours depending on the needs and budgets available at particular locations. You are paid for the number of hours you are scheduled in advance to attend the meeting.