

COMMUNITY LIVING DURHAM NORTH

VACATION AND LIEU TIME

Policy No: C-15 (Human Resources)

Effective Date: November 1, 2010

Rationale:

To retain its status as a responsible corporate citizen and as an employer of choice, the Association provides full time employees with generous vacation allotments and part time employees with pay in lieu. However, in administering the Vacation benefit, it is essential to keep in mind the needs of supported persons, and the fiscal health of the Association.

Policy Statement:

Vacation entitlements for unionized staff are set forth in the collective agreement. Regular non-unionized employees will have vacation entitlements that equal or exceed what are negotiated with our bargaining units.

The vacation year will correspond to the Association's fiscal year, i.e. April 1<sup>st</sup> to March 31<sup>st</sup>.

Typically, employees will not be permitted to carry vacation from one year into the next as this would burden the Association with a financial obligation without the means of discharging it. All vacation earned during a given fiscal / vacation year (i.e. April to March) must be taken by March 31<sup>st</sup> – the last day of that fiscal year. Exceptions can sometimes be made in the case of administrative staff only because such positions are not replaced and, therefore, an employee's absence on vacation does not burden the agency with extra relief costs.

Management will exercise its right as an employer and deny requests for specific blocks of vacation if, were the request granted, the interests of supported people would be compromised or the agency subjected to unreasonable inconvenience or cost.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
for the Board of Directors

## COMMUNITY LIVING DURHAM NORTH

### VACATIONS

Procedure No: C-15-1

Effective Date: October 19, 2010

**The Vacation Benefit will not Create  
an Unfunded Liability**

Last Revision/Review: September 29/15

- Full time employees must take the vacation that they earn in a given fiscal year (i.e. between April and March) during that same fiscal year. This applies also to new employees who can, and must, take vacation during their first year of service. However, while vacation begins to accrue upon the employee's start date, it cannot be taken while she is still on probation. This will create exceptions to the general rule – an employee on probation in March cannot take vacation and is therefore able to carry it into the next fiscal year.
- In the case of unionized employees, vacation requests are to be submitted at or near the beginning of the fiscal year (the actual date is specified in the collective agreement) and employees who meet this deadline will have their requests approved (or denied) based on their seniority. Employees can also request vacation dates after the deadline, but in that case seniority has no bearing upon the approval process.
- An employee can request that a portion of his vacation entitlement be paid out. If such a request is granted, it will be granted only once during the fiscal year and the pay-out will occur at or near the close of the fiscal year (i.e. in March or April). Note that CLDN does not encourage its employees to accept vacation pay-outs and will not normally grant such requests unless there would be real logistical difficulties in scheduling the vacation prior to March 31<sup>st</sup>. Further, the Employment Standards Act dictates that employees have a minimum of two weeks vacation (i.e. time off) and this minimum portion cannot be converted into pay.
- Employees cannot wait until after December 15th in order to declare their intention with regard to unused vacation time. By this date, the employee must commit herself and request specific days off.
- If the employee fails to communicate her intent, in writing, by December 15<sup>th</sup>, management will schedule all of her remaining vacation time, and the vacation time that she is projected to earn during the balance of the fiscal year. The vacation (and lieu time) will be scheduled consecutively, and no portion of the outstanding hours will be paid.
- The employee will be promptly notified of her scheduled vacation dates. Relief staff will have been inserted into the schedule as part of this process, and for this reason the HR department will not entertain requests to change vacation dates that have been scheduled for the employee.

Procedure No: C-15-2  
**The Banking and Use of Lieu Time**

Effective Date: October 19, 2010  
Last Revision/Review: September 29/15

- Like vacation, lieu time is to be used at a time that is mutually agreed. However, management needs to budget expenditures and it is not obliged to wait indefinitely for lieu time to be scheduled.
- Therefore, as with vacation time, December 15<sup>th</sup> will serve as the mid-point in the fiscal year where all outstanding lieu time accounts are settled.
- If the employee fails to communicate with HR or with management, by December 15<sup>th</sup>, requesting specific days off, in writing, then management will schedule the employee's days off.
- The employee will be promptly notified of his scheduled days off. Relief staff will be inserted into the schedule as part of this process, and for this reason the HR department will not entertain requests to change days off.
- Unlike vacation, it is not possible to predict the amount of lieu time that will be earned after December 15<sup>th</sup>. Lieu time that accumulates during this second half of the fiscal year will be taken at a time that is mutually agreed. Or, if it is not taken by the end of the last full pay period in March, it will be paid out as part of the first pay period that runs into April.
- A promotion or an internal transfer into a different job classification creates another situation in which lieu must be eliminated. The employee must either take the time off, immediately, or accept a pay out, in full, as the transfer or promotion occurs. In either case, the lieu time will be paid at the current rate of the job classification in which the time was earned.

Procedure No: C-15-3  
**Monitoring the Use of Unearned Vacation Time**

Effective Date: May 1, 2007  
Last Revision/Review: Sep. 15/13

- Because staff use all of their first year's earnings prior to the end of their initial year of service, they enter year two, and every other year, with no accrued earnings. Consequently, by the end of September, the mid-point in our fiscal year, employees will have earned no more than 50% of their annual entitlement, be that one week or three weeks.
- This creates the potential of employees leaving us at a time when they owe money to the agency in view of paid vacation that has already been taken but was never earned.

- As a rule of thumb, therefore, the payroll administrator will refuse vacation requests that would put the employee more than two weeks into arrears. There is a rationale for placing this limit on the employee's potential "indebtedness." If he or she resigns, and provides the agency with the minimally acceptable notice period of two weeks, then his/her final pay cheque would be sufficient to fund a full reconciliation. It is not necessary that this protocol be applied with mathematical precision, but it must be applied fairly and with reasonable consistency.
- As practical examples:

An employee entitled to four weeks of vacation would definitely not be permitted to use all of that allotment in April and May – because at the end of May he or she will only have earned two-thirds of a single week.

Nor would an employee entitled to six weeks be permitted to use all of that prior to September 30<sup>th</sup> – at which point he or she would have earned only three weeks.

Procedure No: C-15-4

Effective Date: October 1, 2010

**Program Specific Limitations on how many Staff can be on Vacation at one Time**

- It is important to maintain a level of consistency in the support that we provide to people, and it is also essential that not all of the staff most familiar with the operations of a particular program be away from work at one time. Therefore, quotas are in place indicating how many full time staff in each program may be granted vacation leave for any given period. When these quotas come into play and vacation has been requested at or near the beginning of the fiscal year (as stipulated in the collective agreement), seniority will dictate to whom the leave is granted. Subsequently, seniority shall have no effect and vacation will not be granted if it would cause the quota to be exceeded.
- For Administration staff, quotas are also in place for vacation leave. Vacation requests need to be completed by March 1<sup>st</sup>, and seniority will dictate to whom the leave is granted.
- Because the size and nature of programs can change over time, and management does not wish to deny vacation requests arbitrarily, the quota for each program will reviewed and then re-posted annually, as per the collective agreement.
- If the employee, upon his own initiative, moves from one program location to another, via the transfer list or by winning a job competition, he must re-apply for vacation approval, even if that approval was already obtained. The reason for this is simple: the prior approval was based on a house specific quota that is now irrelevant. If, however, the transfer was instigated by management, every effort will be made to ensure that the employee retains his approved vacation dates.

Procedure No: C-15-5

Effective Date: May 1, 2007

**Vacation Requests that Target Weekends**

- Most full time employees work staggered work weeks to allow for periodic, scheduled weekend shifts. This is done to provide a full time presence on weekends and to create the sense of a single, integrated team. However, employees are not restricted to week-long blocks of vacation but may request single days at a time. For this reason, it is to be anticipated that employees may occasionally submit vacation requests for a string of weekends, or weekend days. This is problematic, operationally, because most part time employees regularly work weekends and are not available to backfill a full time staff making such a request.
- Therefore, when such requests are made, an attempt will promptly be made to backfill the requested dates by following the normal protocol, but staff will not be contacted if they would be put into overtime and full time staff will not be contacted if they would have to be paid at a higher rate.
- Any dates that are successfully backfilled, by travelling once through the list of available and eligible replacements, will be granted as paid vacation days.
- Dates that are not backfilled will be denied, and the Scheduling Department will be under no obligation to make further passes through the list of available and eligible replacements.
- If a part time employee who has agreed to backfill one of the shifts in question subsequently leaves our employment or transfers internally and abandons that shift, it will be offered to his or her newly hired replacement. If that staff declines the work opportunity, the scheduled vacation day will be cancelled.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO