

STATEMENT of POLICY and PROCEDURE

| | | | |
|------------|-------------------------|---------------|----------------|
| Manual: | Human Resources | SPP No. | HR 2.23 |
| Section: | | First Issued: | March 12, 2020 |
| Subject: | Vacation | Effective: | March 12, 2020 |
| Issue to: | All Manual Holders | Page: | 1 of 3 |
| | | Replaces: | NEW |
| Issued by: | Chief Operating Officer | Approved: | March 12, 2020 |

1. POLICY

The Thunder Bay Regional Health Research Institute (the Institute) will grant annual vacation to all full-time permanent employees based on employee classification and length of service. Vacation entitlement for all other employees will be as per the Employment Standards Act.

2. PROCEDURE

Full-time permanent employees will receive the following:

Management Group (Directors or Managers):

Four (4) weeks vacation earned after one (1) year of employment

Five (5) weeks vacation earned after five (5) years of employment

Six (6) weeks vacation earned after eighteen (18) years of employment

Seven (7) weeks vacation earned after twenty-eight (28) years of employment

Supervisory Group (Coordinators):

Three (3) weeks vacation earned after one (1) year of employment

Four (4) weeks vacation earned after two (2) years of employment

Five (5) weeks vacation earned after eleven (11) years of employment

Six (6) weeks vacation earned after twenty (20) years of employment

Seven (7) weeks vacation earned after twenty-eight (28) years of employment

Non-Management Group (Officers, Analysts, Assistants):

Two (2) weeks vacation earned after one (1) year employment

Three (3) weeks vacation earned after two (2) years of employment

Four (4) weeks vacation earned after five (5) years of employment

Five (5) weeks vacation earned after eleven (11) years of employment

Six (6) weeks vacation earned after twenty-two (22) years of employment

Seven (7) weeks vacation earned after twenty-eight (28) years of employment

Application:

- Vacation hours begin to accrue upon hire and can be taken after the completion of an employee's probationary period. At this time, an employee is entitled to use up to



STATEMENT of POLICY and PROCEDURE

| | | | |
|------------|-------------------------|------------|----------------|
| Manual: | Human Resources | SPP No. | HR 2.23 |
| Section: | | Issued: | March 12, 2020 |
| Subject: | Vacation | Effective: | March 12, 2020 |
| Issue to: | All Manual Holders | Page: | 2 of 3 |
| | | Replaces: | NEW |
| Issued by: | Chief Operating Officer | Approved: | March 12, 2020 |

the total number of accrued hours in their vacation bank. At no time is an employee permitted to utilize vacation in excess of the vacation entitlement they have accrued;

- Vacation should be taken in 5 consecutive days, but may be split at the discretion of the employee’s Supervisor. Consideration for the requirements of the Institute and other staffing available during that period guide approvals;
- When an employee is absent without pay for more than 30 days, vacation hours cease to accrue except where provided for in legislation;
- Vacation hours do not accrue beyond the year’s entitlement except in exceptional circumstances and upon prior written approval by the Chief Operating Officer;
- Managers/Supervisors are responsible for ensuring that employees take vacation time. Vacation time is to be used no later than the year following that in which it was earned. Managers/Supervisors have the right to schedule vacation if an employee has not done so in accordance with this policy;
- A “Request for Time-Off” form must be completed, signed by the employee, countersigned by their Manager/Supervisor and then forwarded to HR for recording.
- **For the purpose of calculating the amount of vacation earned, the vacation year shall be regarded as being from July 1st to June 30th.**

FLOAT DAYS:

Full-time permanent employees receive 2 additional float days (STAT) which can be booked per the Vacation process; in the event that some other day is proclaimed a statutory holiday by the Government of either Ontario or Canada, such day shall be substituted for one of the float days.

Application:

- Float days are added to the employee bank twice per year – one in May, one in September. The Float Days can be booked using the “Request for Time-Off” form.

STATUTORY HOLIDAYS:

Full-time permanent employees of the Institute are entitled to the following paid Statutory Holidays:

- New Year’s Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day



STATEMENT of POLICY and PROCEDURE

| | | | |
|------------|-------------------------|---------------|----------------|
| Manual: | Human Resources | SPP No. | HR 2.23 |
| Section: | | First Issued: | March 12, 2020 |
| Subject: | Vacation | Effective: | March 12, 2020 |
| Issue to: | All Manual Holders | Page: | 3 of 3 |
| | | Replaces: | NEW |
| Issued by: | Chief Operating Officer | Approved: | March 12, 2020 |

Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

Application:

- To qualify for a day off with holiday pay, a full-time employee must have worked full-time immediately prior to and following the paid holiday.