



Vacation, Sick Time, and Leave of Absence Policy

EFFECTIVE: August 2007

AMENDED: March 21 2014

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

Purpose

The policy outlines the allowable vacation time and other leaves for Executives and Staff. BC employment law supersedes this policy in case of any conflict.

1.0 Executive Members

1.1 Each Executive Member shall be entitled to two (2) weeks of paid vacation time, and leave of absence(s) as approved by the Executive Committee and communicated to the Board, or as required through BC employment law.

1.2 Each Executive Member shall take their vacation time when they see fit, in whole or in part, and must notify the Executive Committee that they wish to do so.

1.3 In the case of a leave of absence not automatically provided for by BC employment law, each Executive Member may request a leave from the Executive Committee, which must be approved through a unanimous vote of the Executive Committee.

1.4 Each Executive is permitted five (5) sick days per term, to be used at their discretion.

1.4.1 An Extended Absence due to Illness can be granted, if supported by a doctor's note. This is considered unpaid leave, unless the Executive chooses to use their remaining paid leave time (if any remains.)

1.5 While on vacation or a leave of absence, the Executive Member does not count in quorum for any meeting.

2.0 Staff Members

2.1 The appropriate supervisor shall determine the appropriate vacation time for each staff members under his/her direct supervision.

2.2 The appropriate supervisor shall determine the appropriate unpaid leave time for each staff members under his/her direct supervision, in accordance with BC employment law.

2.3 Vacation time and other unpaid leave(s) should be stated in an employee's contract or employment agreement.