Employee Compensation, Leave and Benefits Policy

Updated April 23, 2023 (yellow highlights)

(source: CWLP HR Manual Section E – 2017)

E.1. Salaries

Policy

The Human Resource Committee, in consultation with the Treasurer, determines salary levels. Payroll deductions are made according to standard practices.

Procedure

1. For each new position, the Human Resource Committee proposes a salary range. If there is no agreement, the issue is brought before the whole Board for approval
2. The Human Resource Committee proposes changes in salary with final approval granted by the Board, as part of the budget process
3. When an employee moves from one salary level to another, the change takes place on the anniversary date of their first day of employment in the Offer of Employment
4. Authorization of payroll preparations is provided by the General Manage or in the case of their payroll, the Board of Directors. This authorization is required for the original pay cheque or when an income change has been approved.

E.2. Statutory Holidays

Policy

The following ten statutory holidays are granted to employees who have worked at the Centre for more than 30 days:

* New Year’s Day
* Good Friday
* Easter Monday
* Victoria Day/National Patriots Day
* Fête Nationale
* Canada Day
* Labour Day
* Thanksgiving Day
* Christmas Day
* Boxing Day

Procedure

1. Employees are not entitled to holiday pay for a statutory holiday during their first 30 days of employment unless they work on that day.
2. Permanent employees working on a statutory holiday are compensated in equivalent time off at the rate of time and a half.
3. An employee desiring leave for a cultural or religious holiday other than the declared statutory holiday, may request to take the holiday in lieu of a statutory holiday, annual leave, or overtime.
4. If a Statutory holiday occurs during an employee’s annual vacation, the vacation must be extended by one (1) working day.
5. For part-time permanent employees, when a statutory holiday falls on a non-working day, employees earn equal time off pro-rated on an averaged day. For example, an employee who works a 20-hour week would be entitled to five hours off.

E.3. Annual Leave

Policy

Paid vacation leave is granted on an annual basis and is determined by the terms of employment and length of service. Every effort is made to accommodate the employee’s choice of time of vacation leave while at the same time balancing the needs of the Centre and other staff. Although there is a provision for carry-over of unused vacation days, the Centre encourages employees to take all the vacation days allotted to them to promote a healthy lifestyle.

Procedure

1. All permanent employees are entitled to three (3) weeks of vacation leave accrued at a rate of 1.25 days per month.
2. Leave for part-time employees are pro-rated. The General Manager/Sr. Administrator keeps written records on vacation leave for all permanent employees.
3. Leave cannot be taken during the probationary period, except at the discretion of the immediate supervisor.
4. With the exception of sick leave, the choice of dates for leave is made in consultation with the immediate supervisor. For leave less than two (2) weeks, a minimum two (2) weeks’ notice is required. For leave more than two (2) weeks, four (4) weeks’ notice is required.
5. A Leave Request must be in writing.
6. Leave is taken in the calendar year that it is earned. Up to five (5) days may be carried into the following year with pre-approval.
7. If granted by the supervisor, unearned leave may only be taken as leave without pay.
8. All leave is calculated according to the Centre’s calendar year and pro-rated according to the employee’s first day of employment or anniversary.

E.4. Holiday Closure

Policy

The Centre is closed over the Christmas and New Year holiday period. Employees are not required to use their vacation time for this closure.

Procedure

1. Dates of the holiday closure will vary from year to year based on the calendar but will generally be from noon on December 24th to January 2nd inclusive.
2. The General Manager/ Sr Administrator will supply the dates of the closure to all employees at the beginning of December every year.
3. Employees are not required to use their vacation time for this closure unless they wish to use their vacation or OT leave. Otherwise, employees are not paid for the period during which the centre is closed.

E.5. Leave Without Pay

Policy

Leave without pay may be considered for reasons such as candidacy for political office, ~~acceptance of temporary outside employment~~, extended vacation, educational leave, or medical reasons.

Procedure

1. Any leave without pay must be approved in advance by the General Manager/Sr. Administrator
2. The General Manager/Sr. Administrator negotiates leave without pay with the Board of Directors. If the leave exceeds 5 working days, approval of the Board is required.
3. The person responsible for preparation of payroll is notified of any arrangements for leave without pay.

E.6. Sick Leave

Policy

Permanent employees are entitled to 8 days per year of leave due to illness. No sick leave may be carried over from year-to-year.

Procedure

1. For sick leave more than two (2) days, a letter from a doctor is required at the discretion of the supervisor.
2. Unearned sick leave can only be taken as leave without pay.
3. If an employee on paid vacation leave suffers illness or an accident, she/he may request that the sickness be regarded as paid sick leave instead of paid vacation time. A letter or certificate must accompany the request from a doctor.
4. Employment Insurance sick leave benefits information is available in the office.
5. The General Manager /Sr. Administrator keeps written records of sick leave for all employees.
6. Employees are to record sick leave on weekly timesheets.

E.7. Family Leave

Policy

Permanent employees are entitled to 2 days per year of leave for family or personal reasons this includes personal or family medical appointments, illness of child or related elder (parents, grandparents),

Procedure

1. For family leave more than two (2) days, a letter from a doctor is required at the discretion of the supervisor.
2. Unearned sick leave can only be taken as leave without pay.
3. If an employee on paid vacation leave requires family leave, she/he may NOT request that the family leave be regarded as paid family leave instead of paid vacation time.
4. For longer-term (greater than 3 weeks) family leave, Compassionate Care Employment Insurance benefits information is available in the office.
5. The General Manager keeps written records of family leave for all employees.
6. Employees are to record family leave on weekly timesheets.

E.7. Bereavement Leave

Policy

Provisions are made for leave with or without pay for the death of a family member or a close friend.

Procedures

1. An employee may take up to three (3) days bereavement leave with pay upon the death of an immediate family member including a spouse, father, mother, child, brother, sister and relatives residing in the same household.
2. An employee may take one (1) day bereavement leave with pay, upon the death of a grandparent, grandchild, mother or father in-law, son or daughter in-law, brother or sister in-law, or a close friend. Two (2) days of unpaid leave may also be taken.
3. For extended periods, bereavement leave without pay may be negotiated with the General Manager / Sr. Administrator or, in the case of the General Manager/Sr. Administrator, with the Board of Directors
4. Employees are to record bereavement leave on weekly timesheets.

E.8. Maternity, Paternity and Adoption Leave

Policy

Employees are provided with unpaid maternity, paternity or adoption leave of up to one (1) year provided they have worked for the Centre for at least six (6) months.

Procedure

1. An employee on maternity, paternity or adoption leave gives the employer at least eight (8) weeks written notice of her/his intended date of finishing and returning to work. In the case of adoption, an exception can be made regarding the eight-week notice.
2. An employee’s position and salary is guaranteed upon return to work.
3. Information on provincial and federal legislation regarding maternity, parental and adoption leave and Employment Insurance Benefits is available from the General Manager/ Sr. Administrator.

E.9. Voting Leave

Policy

Provisions are made for voting leave for local, provincial and federal elections according to legislation.

Procedure

1. Employees are entitled time to vote of four consecutive hours prior to the closing of municipal, provincial, and federal polls.
2. If voting time is available to the employee during their non-working hours, the employer is not responsible for providing time off.

E.10. Court Leave

Policy

Unpaid leave shall be granted to an employee required to serve as a witness or juror by any court in Canada with the power of subpoena.

Procedure

1. The employee shall notify their supervisor immediately upon receipt of a subpoena.
2. The employee will also present proof of attendance in court.
3. Upon completion of court duty, the employee returns to the same position and salary level

E.11. Participation in Centre Programs

Policy

Providing that there is space, permanent employees may participate in Community Centre Programs without paying the registration fee.

Procedure

1. Providing that they are not taking the space of a paying registrant, a permanent employee, who is a member of the Cooperative, may participate in Centre programs.
2. The employee participates in the programs outside of their working hours.

Effective Date: April 27, 2023

Policy to be reviewed annually.