



**271 Frances St.**  
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Subject: Compensation Policy – Extended Paid Leave	Date Approved: November 20, 2013
Approved by: Board of Directors	Date Revised: November 26, 2014
Specific to: All Staff	Next Review Date: September 2020

**PRINCIPLE:**

North Huron Family Health Team (NH FHT) values the work and efforts put forth by its team members. We recognize that, through staff’s dedication, collaboration, innovation and leadership, patient care has been highly enhanced in the community. Currently, however, we are competing with other health care organizations that have greater pay scales for the same positions. In light of the fiscal constraints imposed by the Ministry of Health and Long Term Care (MOH LTC), our Extended time off policy provides an opportunity to not only help retain valuable staff, but will help us be somewhat more competitive in recruiting all positions. Should the MOH LTC change their policies, the Board reserves the right to review and adjust this policy as appropriate.

**POLICY:**

If permanent staff need additional leave over and above their vacation entitlement, they have an opportunity to extend their time off as follows:

The staff member provides the Executive Director a request in writing to accumulate *up to* 37.5 hours of extended leave for the purpose of banking the hours and taking the accumulated time in a one week period. The request from the staff member would include a plan that outlines:

- a) When the additional hours will be worked (e.g. 1 hour/day) and how much time will be accumulated for the purpose of extended leave.
- b) How the additional hours will be worked (e.g.: direct patient care including after hours care, program planning, project work, etc., or a combination thereof)
- c) The week/dates in which the extended leave will be taken (must be before March 31<sup>st</sup> of the same fiscal year)

The Executive Director will review the request and provide her acceptance/non-acceptance of the request in writing.

If the request is approved, a formal tracking of the additional hours worked (hereinafter called ‘extended leave bank’ or ‘bank’) will begin. There will be a periodic review of all additional hours banked for each individual that has an approved extended leave.



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## **Compensation Policy – Extended Leave (con'd)**

For part time staff, all hours noted in this policy are prorated based on FTE.

All banked hours accumulated for the purpose of extended leave that are not used by March 31<sup>st</sup> are lost and rollover of these hours is not permitted. There is no payment of, or monetary value associated with the unused hours accumulated under this policy.

The hours accumulated in a bank under this policy are subject to the weekly maximum 44 hours as set out in the Lieu Time Policy. (See Lieu Time Policy).

The Executive Director or designate reserves the right to cancel the Extended leave arrangement at anytime.

This policy is effective April 1, 2014.