



285 Catherine Street
Wingham, ON N0G2W0
T: (519) 357-3930
F: (519) 357-3928

Subject: Compensation Policy - Vacation	Date Approved: Dec.15, 2008
Approved by: Board of Directors	Date Revised: September 17, 2014 March 19, 2014 Oct. 15, 2010
Specific to: All Staff	Next Review Date: September 2017

PRINCIPLE:

North Huron Family Health Team (NHFHT) 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 addition, our staff members have not received an increase in salary since April 2009. In light of this, and given the fiscal constraints imposed by the Ministry of Health and Long Term Care (MOH LTC), our vacation policy provides an opportunity to not only help retain valuable staff, but will help us be a 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:

Vacation entitlement for permanent full time and permanent part time staff is based on each individual staff member’s experience, including relevant prior experience in similar full time position(s) and/or full time equivalent hours. Staff members are entitled to vacation in accordance with the following schedule:

<i>Number of Year’s Experience</i>	<i>Vacation Entitlement</i>
0 years up to 6 years	4 weeks
7 years up to 11 years	5 weeks
> 12 years	6 weeks

The number of years in similar relevant positions prior to being hired at NHFHT will be reviewed by the Executive Director based on the experience noted on individuals’ resumes, and subsequent notification of the results will be provided to staff members in writing. Half of this prior employment work experience will be included in the calculation of the total number of year’s experience.

Near the beginning of each fiscal year, Management may assign up to 5 vacation days annually at its discretion.

For part time staff members, vacation shall be prorated in accordance with their Full Time Equivalency (FTE).



**285 Catherine Street
Wingham, ON N0G2W0
T: (519) 357-3930
F: (519) 357-3928**

Compensation Policy – Vacation con'd

Vacation earned in the current fiscal year (April 1st to March 31st) must be used on or before March 31st of the following fiscal year. There is no rollover of vacation entitlement that is permitted beyond this. Both the vacation time and pay is lost if vacation entitlement is not used within the allowable time period. It is the employee's responsibility to track and manage their own vacation.

The Executive Director or designate reserves the right to decline vacation time based on the impact to daily operations.

If two or more team members have requested the same vacation entitlement, or overlapping periods of vacation time, and if this creates a hardship for managing the day to day operations of the company, then the Executive Director would grant vacation to the team member who requested the vacation time first, if no other workable solution can be achieved.

Vacation accrual begins on the first day of work and it is accrued each pay period. Staff members have the opportunity to view the balance of available vacation time accumulated each pay period on his/her pay stub and in their Advanced Tracker account under 'Time Banks'. **Vacation requests cannot exceed available accumulated vacation time** unless it is approved by the Executive Director in advance. If it is approved, and the team member leaves the company prior to earning the vacation time taken, then he/she must reimburse the company prior to the last day worked. Where possible, the reimbursement will be processed through payroll on the last pay period.

Because there is no break in the employment relationship during a period of pregnancy, parental, family medical, personal emergency, organ donor, declared emergency, or reservist leave, the time on leave counts toward the completion of a vacation entitlement year. Therefore, an employee who is on a leave of absence under the Employment Standards Act will not lose any vacation time or vacation pay because he or she is on a leave.

Employees are not entitled to accrued vacation during periods of Sabbatical (approved time off without pay) or suspension from the company.

Team members cannot elect to receive pay in lieu of vacation time.

Vacation time must be requested electronically by all staff members through Advanced Tracker in advance, and is approved by the Executive Director or designate.

This policy is **effective** April 1, 2014.