



**271 Frances St.**  
**Wingham, ON N0G2W0**  
**T: (519) 357-3930**  
**F: (519) 357-3928**

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| Subject: Compensation Policy - Vacation | Date Approved: Dec.15, 2008  |
| Approved by: Board of Directors         | Date Revised: November 15, 2017<br>September 17, 2014<br>March 19, 2014<br>Oct. 15, 2010 |
| Specific to: All Staff                  | Next Review Date: September 2020   |

**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:

| <b><i>Number of Year’s Experience</i></b> | <b><i>Vacation Entitlement</i></b> |
|---|------------------------------------|
| 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.



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

The maximum amount of vacation that can be carried forward into the new fiscal year is one half of your total annual entitlement and it must be used by the end of the 2<sup>nd</sup> Quarter, September 30<sup>th</sup>.

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 Payworks account. **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.

Vacation pay is not calculated on unpaid leaves of absence. Vacation time entitlement (unpaid) will continue to accrue where legislatively required, such as with pregnancy or parental 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 their Payworks account in advance, and is approved by the Executive Director or designate.