FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **PRE-RETIREMENT LEAVE** **(Out of Scope Employees)**		POLICY NO: HR-005
	DATE Issued: May 17,2018	PREVIOUS POLICY NO/NAME: Pre-Retirement Leave (Non Union Employees) AD01-30
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Out of Scope Employees	

POLICY:
Family Visions Inc. recognizes that there may come a time when an out of scope employee may wish to plan their transition to retirement. This policy outlines a range of pre-retirement arrangements which can be tailored within a framework to achieve mutually beneficial outcomes for the out of scope employee and Family Visions Inc.

PROCEDURE:
An out of scope employee, who retires at or after age sixty-five (65) with twenty (20) or more years of service, shall be granted one (1) day of paid pre-retirement leave per year of service or portion thereof to a maximum of twenty (20) days.

Payment of Pre-Retirement Leave

(a) Payment shall, at the option of the out of scope employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date is reached.

(b) Where the out of scope employee chooses to take a lump sum payment, the last day worked shall be considered the retirement day and benefits shall cease on that day.

(c) Where the out of scope employee chooses to take pre-retirement leave as a continuation of salary until the scheduled retirement date, all benefits shall continue until that date.

(d) Out of scope employees who have worked on a part-time basis during their employment with the Employer shall receive a pro-rated portion of pre-retirement leave based on their actual hours as compared to those of full-time out of scope employees.

(e) Calculation of pre-retirement leave shall begin from the date of the out of scope employee's last commencing employment with the Employer and shall be based on the out of scope employee's total length of continuous employment as at the date of retirement.