FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **VACATION** **(Out of Scope Employees)**		POLICY NO: HR-006
	DATE Issued: May 17, 2018	PREVIOUS POLICY NO/NAME: Vacation (Non Union Employees) AD01-40
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Out of Scope Employees	

POLICY:
In the interests of work-life balance and fiscal responsibility, Family Visions Inc. is committed to the principle that vacation time should be utilized by its out of scope employees on an annual basis. The purpose of this procedure is to support this principle by providing instruction to out of scope staff on vacation management.

PROCEDURE:
A vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.

An out of scope employee must use all vacation entitlement prior to March 31st of the vacation year following that in which it was earned.

Annual paid vacation for out of scope employees shall be earned at the rate of:

(a) 10 working days after completion of 1 year of employment
(b) 15 working days after completion of 2 years of employment
(c) 20 working days after completion of 6 years of employment
(d) 25 working days after completion of 10 years of employment

Vacation pay shall be as follows:

(a) out of scope employees shall receive for each day of vacation the same daily rate of pay as the employee would have earned had the employee worked her full daily hours as her usual schedule.
(b) out of scope Part-time or temporary employees shall receive vacation pay according to the Employment Standards Code.
(c) out of scope casual employees will receive pay for vacation every bi-weekly pay according to Employment Standards Code.

Vacation schedules must be approved by the Executive Director or her designate.

With the approval of the Employer, vacation leave up to a maximum of five (5) working days may be granted in advance to an out of scope employee in her first twelve (12) months of service.

Subject to operational requirements, vacation leave shall be rotated regardless of length of service.

Where an out of scope employee becomes ill during the period of her annual vacation, the Employer may grant sick leave and credit the out of scope employee with alternate days' vacation equivalent to the number of days of approved sick leave providing the illness is over three (3) days and may require hospitalization. The out of scope employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Employer.

Where a general holiday falls within the vacation period of an out of scope employee, one additional working day shall be added to out of scope employee's vacation entitlement in lieu of that holiday and must be approved by the Employer.

The Executive Director will provide a projected vacation entitlement notice no later than March 1st. Each employee has until March 15 to make submit a vacation request. On or before April 1st the Executive Director shall notify each non union employee of their approved vacation days. Requests for vacation submitted after the above deadlines will be considered based on the day to day operational requirements of the Employer.