



POLICY NO: 14 Approval Date: October 12, 2021  
TITLE: Vacation & Sick Leave Policy

### *POLICY STATEMENT*

Grande Prairie Regional Sport Connection shall provide the following program to assist employees who are absent from the workplace due to illness or injury. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.

#### 14.1 Absences

Any Employee who finds it necessary to be absent for any reason must notify the Executive Director immediately. The Board Designate must be notified of any absences of the Executive Director.

#### 14.2 Casual Illness

- a. Full time employees will be permitted a maximum of five working days of sick time leave, with pay, per year. This allotment cannot be carried over from one year to the next. Sick time is not payable upon termination of employment.
- b. Part time employees will be permitted a maximum of two working days of sick time leave, with pay, per year. This allotment cannot be carried over from one year to the next. Sick time is not payable upon termination of employment.
- c. Sick time can be applied towards health-related appointments if prescribed by a medical doctor.
- d. Employees are encouraged to stay home if they are sick. The GPRSC will make arrangements to support employee's ability to work from home. If illness extends beyond 5 business days the employee's immediate supervisor or in the case of the Executive Director, the Board Designate will review on a case-by-case basis.

#### 14.3 Leave Without Pay

- a. Employees will be required to use outstanding vacation leave or overtime before commencing leave without pay.

- b. Employee requests for leave without pay must be made in writing to the Executive Director with as much notice as possible.
- c. Executive Director leave without pay must be made in writing to the Board Designate.
- d. Special Leave
  - i. Employees not currently on a leave of absence without pay shall be granted (upon application to Board Designate), special leave with pay, under the following circumstances:
    - Illness within the immediate family defined as parents, siblings, spouse, and children up to 2 days per year
    - Family bereavement up to 3 days per year
    - Travel time for Illness or bereavement 2 days per year
    - Administration of estate up to 2 days per year
    - Moving household effects up to 1 day per year
    - Disaster conditions up to 2 days per year
    - Attendance at a funeral as a mourner up to 1 day per year
    - Maternity leave In accordance with Government regulations
    - Paternity leave In accordance with Government regulations
    - Adoption leave In accordance with Government regulations
    - Jury Duty as required - Court proceedings as required, except in employee's own case Note: Total time granted for special leave may not exceed ten working days per year of employment, unless approved by the GPRSC.

#### 14.4 Holidays

Grande Prairie Regional Sport Connection will support general holidays as outlined in the Alberta Employment Standards and recognize Grande Prairie Regional Sport Connection specific holidays as per the procedures listed.

- a. Statutory Holidays
  - a. Employees who are required to work on a statutory holiday will receive one day off in lieu of compensation in accordance with Government regulations
  - b. All employees are entitled to paid leave for each of the following holidays:
 

New Year's Day	Labour Day	Family Day
Thanksgiving Day	Good Friday	Remembrance Day
Victoria Day	Christmas Day	Boxing Day
Canada Day	Heritage Day	National Day of Truth and Reconciliation

b. Christmas Holidays

The GPRSC office will close for the last business day prior to Christmas Eve and re-open on the first business day following New Year's Day. This time will be considered unpaid unless indicated by contract. You can use accumulated time, time off in lieu, or unpaid time in this time.

c. Annual Vacation Leave (Full-time Employees)

- Vacation entitlements in accordance with Government regulations
- Vacation and overtime can be used during this time
- Dates of vacation leave must be determined in consultation with the Executive Director and Board Designate. Vacation may be taken only after it is earned (not in advance)
- Vacation leave earned in any given year must be utilized before the end of the year.
- Executive Director vacation leave must be determined in consultation with the Board Designate.

d. Return to work

- In accordance to Government regulations GPRSC is committed to cooperate in returning an injured or sick worker to safe and suitable employment.
- GPRSC commits to preventing workplace injuries and illnesses through maintaining a safe and healthy work environment. In the event an employee suffers an injury or illness, GPRSC commits to taking all reasonable steps to provide safe and timely return to work (RTW), by providing alternative or modified work through the return to work program.
- GPRSC will work in collaboration with workers to identify suitable work and develop individualized RTW or modified work plans based upon functional abilities information provided from health care providers and the Workers' Compensation Board (WCB). The RTW process commences immediately after an injury or illness occurs.
- This policy applies to all employees who are unable to perform their regular work as a result of injury or illness. All employees must fully cooperate in the safe and timely return to work of injured and ill workers.