

<b>Cultural Leave Policy<sup>1</sup></b>	Policy Number: PA-504
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

**Purpose:** Pinnguaq Association recognizes the importance and power of culture, and maintain an awareness of the fact that every culture is unique. To facilitate a work environment which is culturally reflective, Pinnguaq Association acknowledges cultural values and celebrations must be recognized.

Pinnguaq Association aims to provide a sustainable policy which ensures cultural needs are met to promote the cultural, mental, and spiritual well-being of employees, while simultaneously reducing absenteeism and overused Vacation and Personal Emergency Leave days.

**Policy Statement:** Employees are entitled to 2 unpaid Cultural Leave days annually. Cultural Leave days are not cumulative, and must be used each year.

## 1. Definitions

### 1.1. Family and Extended Family

1.1.1. Pinnguaq Association ensures a broad definition of what encompasses the concept of “family”. The concept of family holds various meanings to different people within different communities. This definition can extend beyond immediate family ie) spouse, partner, children, or grandparents, to include other relatives whom are considered close.

### 1.2. Seasonal Activities and Cultural Celebrations

1.2.1. Pinnguaq Association respects the variety of seasonal activities and cultural celebrations which are celebrated within Indigenous cultures and communities. Pinnguaq Association is aware that these events are critical to Indigenous communities.

### 1.3. Related Legislation:

1.3.1. United Nations Declaration on the Rights of Indigenous People references the cultural rights in which Indigenous people hold regarding the practice and revitalization of their culture and customs. Pinnguaq aims to uphold the Duty to Accommodate under the Ontario Human Rights commission.

<sup>1</sup> Indigenous Corporate Training Inc. 2019.



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## 2. Procedure

- 2.1. Employees must submit their request to their supervisor, no less than two weeks in advance for a single day of cultural leave, four weeks in advance for any consecutive days.
- 2.2. Employees must record their requests on Pinnguaq's employee database BambooHR.