

<b>Vacation and Holiday Leave Policy</b>	Policy Number: PA-501
Last Reviewed: 2019/11/18	Next Review: 2020/11/18

**Purpose:** The purpose of this policy is to set out the principles and rules governing vacation leave, and leave with pay for full-time and part-time employees of Pinnguaq Association. All employees of Pinnguaq Association are entitled to a period of vacation leave. The policy reflects Pinnguaq Association's responsibility to provide a work environment in which complies with federal and provincial laws and regulations, while promoting work/life balance.

**Policy Statement:** Pinnguaq employees are entitled to 15 days of paid vacation per year, and are carried over.

#### **Definitions:**

**Regular wages:** does not include any overtime pay, vacation pay, public holiday pay, premium pay, domestic or sexual violence leave pay, termination pay, severance pay or termination of assignment pay payable to an employee.

**Public Holiday Pay:** The amount of public holiday pay to which an employee is entitled is all of the regular wages earned by the employee in the four work weeks before the work week with the public holiday plus all of the vacation pay payable to the employee with respect to the four work weeks before the work week with the public holiday, divided by 20.

**Substitute Holiday:** is another working day off work that is designated to replace a public holiday. Employees are entitled to be paid public holiday pay for a substitute holiday.

#### **Public Holidays:**

---

Ontario Public Holidays:

1. New Year's Day (January 1st)
2. Family Day (Third Monday in February)
3. Good Friday (April 10th)

4. Victoria Day (Monday preceding May 25th)
5. Canada Day (July 1st)
6. Civic Holiday (First Monday in August)
7. Labour Day (First Monday of September)
8. Thanksgiving Day (Second Monday in October)
9. Christmas Day (December 25th)
10. Boxing Day (December 26)

Nunavut Public Holidays:

1. New Year's Day (January 1st)
2. Good Friday (April 10th)
3. Victoria Day (Monday preceding May 25th)
4. Canada Day (July 1st)
5. Civic Holiday (First Monday in August)
6. Labour Day (First Monday of September)
7. Thanksgiving (Second Monday in October)
8. Remembrance Day (November 11th)
9. Christmas Day (December 25th)

1. **Procedures**

1.1. **Vacation Leave**

- 1.1.1. **Vacation Entitlement:** Pinguuaq Association provides each full-time and part-time employee with vacation time on an annual basis. Full-time and part-time employees are entitled to up to fifteen days of paid vacation time for each twelve months of employment completed during the term of this Agreement, or as entitled by law, whichever is greater. Full time employees accrue leave at a rate equivalent to 1.25 days/month. Part-time employees accrue vacation leave at a prorated amount based on their percentage of full time hours worked. Vacation time will start accruing as of the Employee's earliest hire date.
- 1.1.2. **Vacation Entitlement for Year:** Accrued but unused vacation time, for Full-time employees may be carried over from vacation year to vacation year up to a maximum of 15 days. Part-time employees accrued but unused vacation time

may be carried over from vacation year to vacation year up to a maximum of 15 days, or are eligible to receive vacation pay in lieu of accruing vacation days.

- 1.1.3. **Vacation Requests:** Employees must submit their desired vacation requests to their supervisor at least two weeks in advance. The times and dates for any vacation will be determined by mutual agreement between the Employer and the Employee. The supervisor reserves the right to refuse vacation requests based on staffing requirements, employees' length of service, and employee preferences, in that listed order. Employees must document and submit their requested Vacation Leave days on Pinnguaq Association's employee website BambooHR.
- 1.1.4. **Reconciling Worked Days during Vacation Leave:** From time to time, employees on approved vacation leave may choose and/or be asked to work on specific projects while on vacation.
- When an employee plans to work during some of their approved vacation leave the following must occur:
    - The employee requests and receives approval from their supervisor to work while on approved leave. The supervisor may request that the employee keep a record of hours worked and/or establish some method of tracking work performed during vacation leave;
    - Following vacation leave the employee submits in writing (i.e. email) a request for approval to have hours worked on vacation leave added back to their leave bank.
    - The employee or the supervisor will issue the approval to add the equivalent amount of hours back to the employee's leave bank to Human Resources.
  - When an employee is asked or directed to work during approved vacation leave the following must occur:
    - Following vacation leave the employee submits in writing (i.e. email) a request for approval to have hours worked on vacation leave added back to their leave bank;
    - The employee or the supervisor will issue the approval to add the equivalent amount of hours back to the employee's leave bank to Human Resources.

- 1.1.5. **Vacation Leave Upon Termination:** Upon termination of employment, the Employer will pay compensation to the Employee for any accrued and unused vacation days.
- 1.1.6. **Overused Vacation Days:** Employees who exceed their Vacation Days must use Personal Emergency Leave Days. Employees who exceed both their Vacation Days and Personal Emergency Leave Days, must take an Unpaid Leave of Absence.
- 1.1.7. Pinnguaq maintains the right to terminate an employee's employment at will.

## 2. Holiday Leave

The Pinnguaq Association will grant paid holiday time off to employee's equivalent to their regular hours falling on a public holiday. Please refer to the Provincial/Territorial Public Holidays listed above for qualifying public holidays in your location of work.

- 2.1. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.
- 2.2. Employees are entitled to **take these days off work and be paid their regular wage.**

2.4 Alternatively, the employee can request a substitute holiday by completing a Substitute Public Holiday Form. A substitute holiday must be scheduled for a day that is no later than three months after the public holiday for which it was earned, or, if the employee has agreed **electronically or in writing**, the substitute day off can be scheduled up to 12 months after the public holiday. Substitute holidays may only be applied to Public Holidays (other office closure days cannot be substituted).

If an employee receives a substitute holiday, the employer must provide the employee with a written statement that sets out the public holiday that is being substituted, the date of the substitute holiday, and the date that the statement was given to the employee.

Unless uniquely authorized by the Executive Director, this request must be made by November 1st (two months) in advance of the year the request is being made for.

As an example, a request to reallocate the Victoria Day public holiday of 2025, must be made by November 1st 2024, unless authorized by the Executive Director.

**NOTE:**

- A recognized holiday that falls on a Saturday will be observed on the preceding Friday.
- A recognized holiday that falls on a Sunday will be observed on the following Monday.
- If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If a fulltime or part-time hourly employee is required to work on a scheduled holiday, pay for actual hours worked will be double the regular hourly rate.
- If an employee desires to observe a religious holiday not listed above, time off may be granted without pay, subject to staffing needs (See Cultural Leave Policy).

2.3. **Christmas office closure:** Pinguuq Association will provide staff 3 paid vacation days to fall before and/or after the Christmas Day and Boxing Day public holidays. This is to give staff additional time off coinciding with closures for most of our clients, partners and funders.. The employer will communicate with employees at least one month in advance to confirm the dates of the additional paid vacation dates. Christmas closure vacation days are not deducted from employees' vacation leave balances.

2.4. **Public holidays falling on a non-work day:** When the public holidays of Canada Day, Christmas Day and Boxing Day fall on a weekend, the day off will be designated before or after the Saturday or Sunday on which the public holiday falls. For public holidays falling on a Saturday the day off will be designated the preceding Friday. When public holidays fall on a Sunday, the day off will be designated the following Monday.