

Dundas Street Centre United Church Policy Manual

Section: B. Human Resources

Title: **Absence from Work**

Policy #: B-01

Approved/Amended: Sept. 7, 2013; May 10, 2014

Referral Committee: M&P

Introduction

This policy combines the original policy B-01 (Benefits for Lay Employees) and the original B-03 (Attendance) into one new comprehensive policy on all work absences. It applies only to lay employees.

1. Holidays

Dundas Street Centre United Church (DSCUC) follows the Employment Standards Act (ESA) with regard to statutory holidays in Ontario. This includes Family Day and Civic Holiday (August) and is currently ten days per year. All lay employees who meet the conditions of the ESA will be paid for these days as normal.

2. Vacation

Lay employees will have annual vacation entitlements as specified in their letters (or contracts) of employment. Vacation may be taken at any time of the year but only with the approval of the Supervising Committee in advance. Requests should be submitted to the committee chair with a copy to the M&P designate. DSCUC reserves the right to designate times of the year when vacations may or may not be taken. Vacation entitlement may not be carried forward from year to year.

3. Sick Leave

Full time lay employees are entitled to twelve paid sick days per year (part time are prorated based on normal weekly hours worked). This time is only for the purpose of the employee's own sickness, may not be accumulated from one year to the next, and is not paid out on departure from employment. This entitlement is only available to part time employees who work at least 14 hours per week and have been employed for 3

months or more. Employees may be required to produce a doctor's certificate at the discretion of DSCUC.

When an employee must be absent from work due to sickness, the church office, Supervising Committee and M&P designate should be informed as soon as possible with the best estimate of the length of the absence.

4. Bereavement leave

Up to four days of bereavement leave with pay is provided to all employees upon the death of an immediate family member or other significant person. Immediate family is usually considered to be spouse/partner, child, step-child, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents and step-parents. Requests for such leave are to be made to the Supervising Committee with a copy to M&P.

5. Other Leaves

Other leaves as required by the ESA such as Parental and Adoption leaves are administered in accordance with the ESA. Notification of any such leaves must be made in advance to the Supervising Committee with a copy to M&P.

6. Unpaid Leaves

Employees may request an unpaid leave of absence in writing and must state the purpose of such a leave. It must be approved in advance by the Supervising Committee and may or may not be granted at the sole discretion of DSCUC.