

## **TIME OFF**

### **Statutory holidays**

There are thirteen (13) statutory holidays paid each year.

*The statutory holidays are the following:*

Labor day	Good Friday
Thanksgiving	Easter Monday
Day before Christmas	Queen's Birthday
Christmas day	St-Jean Baptist
Boxing day	Canada day
Day before New Year's	
New Year's Day	
Day after New Year's	

*The six statutory days during the holiday period (Christmas and New Year) will be put together for a consecutive holiday.*

### **Annual vacation**

The employee benefits from 1 day off per month for the first year. (Maximum of 10 days)

The employee benefits from 2 weeks of annual vacation and an indemnity of 4% after 1 year of service completed with the ECC.

The employee benefits from 3 weeks of annual vacation and an indemnity of 6% after 3 years of service completed with the ECC.

The employee benefits from 4 weeks of annual vacation and an indemnity of 8% after 10 years of service completed with the ECC.

The employee must fill out a request for vacation sheet before the end of May. The vacation request must be approved by Management.

Employees with 3 weeks of vacation must take 5 days vacation during the summer months; therefore between June 24<sup>th</sup> and August 31<sup>st</sup>.

Employees with 4 weeks of vacation must take 10 days vacation during the summer months; therefore between June 24<sup>th</sup> and August 31<sup>st</sup>.

Vacation days and time off cannot be accumulated unless authorized by the director.

The amount of vacation due is paid at the departure of the employee.

The vacation pay begins to accumulate at the beginning of the employee's contract.

The vacation must be taken during the current fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>)

In the event of an employee being absent from work due to a lay off, absence without pay or parental leave the vacation time is accumulated, however the indemnity (money) does not accumulate.

## EXAMPLE

Accumulated percentage	Reference year	Reference year	Time granted
	2000	2001	1 day off per month
4%	2001	2004	2 weeks of vacation
6%	2004	2010	3 weeks of vacation
8%	2010		4 weeks of vacation

It is mandatory that all employees submit their request of annual vacation to their immediate supervisor **BEFORE MAY 31<sup>st</sup>** (or before March 31<sup>st</sup> if they are taking vacation in April and/or May).

In order to be equal and fair towards all ECC employees, and after trying to find a common ground for the parties concerned, the ECC agrees to the requests of vacation in the following manner:

A block of 2 weeks or more, by seniority; following  
Blocks of 1 week, by seniority; and finally  
Scattered days, by seniority.

Also not more than two permanent qualified staff will be able to take a vacation in the same period. There may be exceptions depending on the ratios at certain times of the year.

N.B.: Requests for vacation time given **AFTER MAY 31<sup>st</sup>** will not be treated in the order described above, but according to the capacity of the ECC responding to the needs of the organization first and along with the vacation already approved.

## Health days/ (Sick days)

The **first of April of each year**, the employees of the ECC accumulate health/sick hours in this matter; 1 health/sick day after 1.5 months of work with a total of eight (8) health/sick days. These days are not payable or accumulated. This time is affected in hours and may be taken in this way. Once an employee uses 3 health/sick days consecutively, they must provide the ECC with a doctors note.

**For all holidays and information concerning holidays refer to the Labor Standards (NORMES DU TRAVAIL).**

<https://www.cnt.gouv.qc.ca>

List of holidays:

Statutory holidays, Maternity, adoption and birth, death or suicide, work-family, vacation, paternity leave, national holiday, illness or accident, caregivers.

## **LEAVE OF ABSENCE**

### **LEAVE OF ABSENCE OF 4 WEEKS OR LESS**

1. After having accumulated two years of service and once every 2 years after, the full time and part time employee (people that are on call are excluded) may ask for a leave of absence, not exceeding (4) four weeks, as long as this person requests the leave (20) twenty working days in advance and has no holidays left such as (vacations, sick days and overtime).
2. This leave can be separated according to the employee's request, but in weekly increments only.
3. Only one (1) employee at a time may be on leave. If more than (1) request is asked for, for the same period of time, the first request will be honored. First come, first served! If two (2) requests are made on the same day, seniority is the determinant.
4. During this leave of absence the employee still accumulates her time. Furthermore, no leave is cumulative (money) during this leave.

### **LEAVE OF ABSENCE OF MORE THAN 4 WEEKS**

1. A full time or part time employee with 4 years of service and once every 4 years after, (people that are on call are excluded) may request a leave of absence of no longer than (6) months, this includes the 4 week or less leave and has no holidays left such as (vacations, sick days and overtime) and as long as they make the request twenty (20) working days in advance.
2. After 5 years of service and once every 5 years after that, the full time and part time employee (people that are on call are excluded) may request a leave of absence of one year maximum this includes the 4 week or less, as long as they make the request twenty (20) working days in advance.
3. This leave must be taken in sequence. However the employee can return to work at any time by advising the ECC of their intention to return to work, at least one month before their return to work.
4. Only one (1) employee at a time may be on leave. If more than (1) requests are asked for, for the same period of time, the first request will be honored. First come, first served! If two (2) requests are made on the same day, seniority is the determinant.
5. At the end of the leave of absence, the employee returns to their employment. If the position has been abolished, the employee has the right to all the advantages that she would have benefited from had she been at work.
6. However, if the employee does not return to work by the agreed date, the ECC reserves the right to end her contract.

## **EXCEPTIONS**

1. Notwithstanding all of the above, the Board, at their discretion, can make an adjustment, according to certain circumstances and/or situations, following a written request from an employee.
2. Also, the unpaid leave is conditional to the ECC finding a qualified replacement.
3. In exceptional circumstances, a replacement person who has not accumulated vacation time could take an unpaid leave at a specific moment where the ECC does not need their services and that the qualified educator ratio is respected. Example: Christmas.