

OCTEVAW COCVFF
SPEAK OUT. TAKE ACTION. MAKE CHANGE

**Human Resources
Policy and Processes**

September 2016

Policy Statement:

The policy of OCTEVAW is to establish work practices which:

1. are in keeping with provincial employment standards;
2. are fair and reasonable for the employee; and
3. permit the orderly and efficient conduct of OCTEVAW's affairs in a sound and businesslike manner.

The following policies apply to any permanent or term employee, including casual or relief staff who perform duties integral to the work of OCTEVAW.

Terms Defined:

Throughout this document "**partner**" includes both married and unmarried couples, of the same sex or the opposite sex.

A **position** is a collection of duties that are considered 'ongoing' in nature and performed by either a permanent or term employee.

A **permanent employee** is any employee hired without a specified term of employment, i.e. the employment has no foreseeable end date. Incumbents filling permanent positions are deemed to be filling a position of an "ongoing nature", integral to the business of the organization. Permanent employees are eligible to receive benefits in accordance with the ESA and such other benefits as OCTEVAW may provide. A permanent employee may be employed on a full- or part-time basis.

A **term employee** is any employee hired with a specific term of employment. Under usual situations, the term of employment is not longer than two years, including extensions to the original contract. Employees with contracts of less than one year do not have any benefits other than mandatory benefits. Term employees with contracts of one year or longer may be eligible to receive full benefits. Exceptions may include but not limited to: those replacing an employee on maternity or other extended leave, or where funding or program/service associated with the employment is on a trial or pilot basis.

A **casual/relief employee** is any employee hired to work on an "as needed" basis, with no set scheduled hours. Casual/Relief employees are hired to replace permanent employees during periods of absence or to provide relief for temporarily heavy work-loads. Casual/Relief Employees are not entitled to paid benefits beyond their statutory entitlement.

Any **individual may be contracted** to provide a specified service, for a specified period. These contractors bring special expertise not normally available within the organization or not deemed integral to the business of the organization, e.g. program evaluation/review; research, facilitation of specific programs, project consultation.

A ***grievance*** is a formal written complaint filed by an employee with their supervisor in a situation where an individual feels that OCTEVAW's policies have not been complied with or applied fairly. This process is not intended as an instrument to influence change in policy. Other mechanisms, such as input through the HR subcommittee, are available to affect policy change.

1.0 PURPOSE OF THIS MANUAL

- The purpose of this manual is to outline the policies and procedures designed to establish a productive and cooperative working environment between OCTEVAW and its staff, thereby contributing to the achievement of OCTEVAW's goals and objectives.
- The manual applies to all full-time and part-time staff employed by the Ottawa Coalition to End Violence Against Women.

Note:

2.0 GOVERNANCE OF OCTEVAW

- OCTEVAW is governed by an elected Board of Directors that maintains 4 permanent subcommittees to assist in critical areas of responsibility.
- These committees are: Accessibility and Outreach Committee; The Advocacy and Public Engagement Standing Committee, The Justice Standing Committee; and the Front-Line Support (FLS) Standing Committee. The HR subcommittee is the one charged with originating and maintaining policies and procedures in respect of human resources (HR).
- Full descriptions of these standing committees is found in the Membership Policy.

2.1 COMPOSITION AND ROLE OF THE HR SUBCOMMITTEE

The HR subcommittee will be composed of the following OCTEVAW members:

- ✓ The Chair of OCTEVAW in their role as supervisor of the Executive Director, or their designate
- ✓ Two other members of the Board of Directors

The role of the HR subcommittee is to provide oversight and direction in the area of human resources and to liaise with Family Services Ottawa in respect of all issues regarding the OCTEVAW employee(s). Its responsibilities include the following, to:

- a) ensure policies are consistent with and reflect changes to governing legislation (i.e. Ontario's *Employment Standards Act*, or *ESA*)
- b) ensure HR policies and practices are articulated, observed and updated as required
- c) ensure the maintenance and security of accurate, up-to-date personnel records
- d) make recommendations to the Board of Director regarding human resource issues: staffing, compensation, hiring, firing, subcontracting, etc.
- e) oversee the performance and ensure the timely completion of the Executive Director's annual performance review

3.0 DEVELOPING AND AMENDING PERSONNEL POLICIES AND PROCEDURES

- 3.1 The HR Subcommittee will:
- a) inform the staff in advance of proposed changes in personnel policies or existing conditions of employment.
 - b) consult with employees to explain the reasons for the proposed changes and to invite staff to participate by expressing their views and suggestions.

4. EMPLOYMENT

OCTEVAW provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, OCTEVAW complies with applicable provincial and federal laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OCTEVAW expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of OCTEVAW's employees to perform their job duties may result in discipline up to and including discharge.

The ED position will be posted in French and in English. To ensure the inclusion of visible minority women and women with varying abilities, job ads will be circulated using communications vehicles likely to reach visible minority women and women with varying abilities. Examples include websites that are concerned with issues pertaining to visible minority and differently abled women, and organizations that deliver services to such women.

4.0 STAFF SELECTION PROCESS: EXECUTIVE DIRECTOR

4.1 *Hiring the Executive Director (ED)*

Hiring the ED is the responsibility of a hiring committee created for the purpose by the HR Subcommittee. The hiring committee will include three persons, of whom:

1. two (2) shall be members of the Board of Directors
2. at least one of these two shall be a member of the HR Subcommittee

3. one (1) shall be drawn from the membership, according to the skills and perspectives required to bring balance to the hiring committee (e.g. French-language skills may be required to allow for interviewing and assessing the French-language capabilities of candidates).

4.2 *Résumés and reference checks*

1. Candidates for the ED position will be asked to submit a résumé.
2. The Hiring Committee will review the résumés, shortlist the candidates and conduct interviews.
3. The Hiring Committee will also be responsible for checking the references of any candidate(s) considered for the position.
4. Upon completion of the hiring process the HR Subcommittee will destroy all reference checks.

4.3 *Offer of employment*

1. The HR Subcommittee is responsible for issuing the offer of employment to a candidate for the ED position, based on the recommendation of the Hiring Committee.
2. The offer and acceptance of the ED position will be in writing.
3. The offer will specify the salary, time-frame (including start date) and general job responsibilities, and will include a copy of the Policy Manual.

4.5 *Criminal reference checks*

1. All candidates offered a permanent position must undergo a criminal record check before the end of the probationary period.
2. Should a criminal reference check reveal a record for which a pardon has not been granted, the Hiring Committee will review the nature of the offence and will render a recommendation on the employability of the candidate or the prospects of volunteering.
3. A positive reference check should not necessarily preclude employment or volunteering. The nature of and circumstances surrounding the charges and convictions shall be considered.
4. The criminal reference check document must be the original and must be no more than two months old (i.e. it must cover outstanding charges and criminal convictions).

5.0 STAFF SELECTION PROCESS: HIRING OF ADDITIONAL STAFF

1. The Executive Director shall have the authority to hire other full or part-time staff for periods of up to six months. Any contracts in excess of six months, including extensions, must be approved by the Board of Directors.
2. With the approval of the Chair of OCTEVAW, the Executive Director has the authority to hire contract personnel and to sign contracts of a total value of up to \$3000 annually within the budget for operations (this does not include contract staff who may be engaged with grant monies obtained for discrete projects).
3. Any Contracts in excess of this amount require the approval of the Board of Directors.
4. The Executive Director has an obligation to discuss staffing needs with and report hiring decisions to the HR subcommittee.

6.0 PROBATION PERIOD

1. The probation period for permanent staff will be six (6) months. This period allows the employee, other staff and the Board of Directors to determine if the employment arrangement is working satisfactorily.
2. At the commencement of employment, the supervisor will meet with the new staff member to provide them with a job description and a clear sense of what is expected of them in their new position. There will be an oral evaluation mid-way through the probation period and a written evaluation at the end of the period. At the end of the probation period, the employee will be confirmed in the position.
3. Should a staff member change position within the organization, there will be a new probation period of ninety (90) days.
4. If a probationary employee takes approved leave during the probation period, the probation will be extended by the same amount of time as the leave.

7.0 PERSONNEL RECORDS

1. A confidential personnel file will be established and maintained for each staff person by the supervisor (or designate).
2. This file will contain the employment contract, résumé, payroll information, monthly time sheets and any other related information.
3. The file will be accessible to the HR Subcommittee and employee upon request. It will be maintained for at least five (5) years following the termination of employment.
4. Files will be kept in secure storage and access will be provided on request.

8.0 WORKING CONDITIONS

8.1 HOURS OF WORK

1. The regular workweek shall be five working days, Monday to Friday inclusive, although OCTEVAW may hire employees for fewer than five days per week. The regular work day will last seven (7) hours, not including lunch.
2. A full-time employee (FTE) is defined as one who works a minimum of 35 hours a week on a regular basis.
3. Employees who work less than 35 hours per week shall be compensated on a pro-rated basis according to their Full-Time Equivalence (FTE) (e.g. someone who works 17.5 hours per week is considered 0.5 FTE)

8.2 OVERTIME

1. The Board of Directors recognizes that employees of small agencies such as OCTEVAW are likely to be asked to work overtime more frequently than would be the case for workers in an agency with a larger staff.

2. At the same time, it is recognized that opportunities for taking compensatory time off are fewer because of the volume of normal workload activities shared by the small staff contingent. To correct this inequity, the following policy has been adopted:
 - a) Any employee who is required by OCTEVAW to work in excess of their normal work week (as defined at time of hiring) will be given time off in lieu of those extra hours. Time in lieu of hours worked should be taken within two pay periods and will be straight time only. Time worked is not to exceed 44 hours total per week without the prior approval of the supervisor.
 - b) Should the employee be unable to take overtime leave within two pay periods, leave may be banked up to a total of 14 hours (2 days) and must be taken within the following month. Anything in excess must be approved by the designated supervisor.

8.3 REPORTING OF ABSENCE

1. A staff person who finds it necessary to be absent for any reason, including overtime leave, should notify their supervisor (or their supervisor's designate) as soon as possible and should record the absence on a time sheet at the earliest opportunity.

8.4 SALARY ADMINISTRATION

2. The salaries of the ED and any other permanent staff will be established by the Board of Directors or its designate.
3. Employees will be informed of the salary range for their positions each time there is a change.

8.5 PAY SCHEDULE

1. Staff members are paid every two weeks upon submission and approval of time sheets. Whereas the Executive Director approves time sheets for the staff, these time sheets must be submitted to the designated employee at Family Services Ottawa which, as a service to OCTEVAW, handles payroll and records and tracks payroll information.

9.0 PERFORMANCE REVIEWS

Policy Statement:

OCTEVAW believes it is essential that staff members be evaluated annually, to ensure that OCTEVAW conducts its business efficiently and effectively.

To ensure that the Board of Directors are kept up to date on the progress and/or challenges of projects managed by the ED's direct reports, the ED will include monthly updates in their ED Report provided to the Board of Directors at each monthly meeting.

9.1 REQUIREMENTS

1. The purpose of employee evaluation is to:
 - a) determine how well an employee is meeting required standards of performance
 - b) identify employee strengths, and pinpoint areas for growth
 - c) identify and maximize future learning opportunities, and

- d) assist in developing a work plan to aid in these goals.
- 2. Performance appraisals are required as follows:
 - a) On completion of the six-month probation period;
 - b) For permanent employees, no more than 12 months following the end of the probation period and annually thereafter
- 3. This evaluation will be in writing on a standard form.
- 4. Working with the HR subcommittee, the Chair (or their designate) is responsible for appraising the performance of the ED, based on consultation with relevant members and stakeholders, including peer reviews by OCTEVAW members of the Board of Directors and reviews by the ED's direct reports specifically pertaining to supervision skills.
- 5. Evaluations of office staff will be conducted by their immediate supervisor

9.2 EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW

- 1. The supervisor and a member of the HR subcommittee will discuss the evaluation with the employee concerned and the employee will sign the evaluation form indicating that it has been read and discussed. Before the evaluation is filed, the supervisor will report on its contents to the HR subcommittee.
- 2. The evaluation completed in accordance with this procedure will not be changed as a result of the discussions, but an additional page may be added to the evaluation, should it be necessary. If an additional page is added, it will be read and signed by the supervisor and by the employee.
- 3. The supervisor and the employee concerned will discuss the evaluation and the employee will sign the evaluation form indicating that it has been read and discussed. The HR Subcommittee will receive a copy.

10. LEGISLATED BENEFITS: LEAVES OR ABSENCES

For a full listing of leave types, please consult Appendix B.

10.1 PUBLIC OR STATUTORY HOLIDAYS

A. Eligibility:

- 1. There is no 'qualifying period' of employment before employees are entitled to this benefit.
- 2. Specifically, all paid job classifications are eligible for these public holidays, except 'relief' or 'casual' contractors.
- 3. When they are called those who may elect to work or not are ineligible for public holiday pay.

B. Paid Hours:

- a. Employees are entitled to be paid for designated Public Holidays based on a 7-hour holiday, pro-rated to the FTE (full-time equivalent), e.g., 3.5 hours for a 0.5 FTE (7 hours x 0.5 = 3.5 hours).
- b. There are eight (8) ESA recognized holidays, plus two (2) OCTEVAW-recognized holidays (indicated by an asterisk) as follows:

C. OCTEVAW recognizes the following **Public Holidays**:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday (*)
5. Victoria Day
6. Canada Day
7. Civic Holiday (*)
8. Labour Day
9. Thanksgiving Day
10. Christmas Day
11. Boxing Day

11.0 REIMBURSEMENT OF EXPENSES

- 1) Full-time, part-time and contract staff who incur work-related expenses will be reimbursed. All expenses must be pre-approved by the HR Subcommittee and an expense claim form submitted with all receipts attached in order to receive reimbursement.
- 2) Transportation Expenses
 - a) OCTEVAW will reimburse employees for work-related transportation events. This does not include transportation between an employee's residence and the OCTEVAW office.
Allowable expenses include:
 - ✓ Car operation at a per kilometer rate rate to be set annually by the Finance subcommittee
 - ✓ Parking for meetings or for events away from the OCTEVAW office
 - ✓ Public transportation costs for bus or taxi when an employee does not have access to a car. (max-min)

Parking tickets are the responsibility of the employee and will not be reimbursed by OCTEVAW.

- 3) Out of Town Travel Expenses
 - ✓ Travel to out-of-town meetings or conferences is reimbursable if it is pre-approved by the supervisor or their designate.
 - ✓ This includes: intercity transportation, accommodation, meals and conference fees.
 - ✓ Reasonable standards for each of these fees will be established by the employee and the supervisor or their designate on a time-by-time basis. Receipts should be retained and provided upon request.

4 Advances for Out of Town Travel Expenses

- ✓ On request, and with adequate notice, an employee can receive an advance to cover expected travel expenses.
- ✓ When an advance is received, the employee will still complete an expense claim form and attach all receipts.
- ✓ The total of the claim form will be deducted from the advance. If there's still advance money remaining, the employee will reimburse it to OCTEVAW.
- ✓ When expenses total more than the advance, the employee will be reimbursed for the difference.

12.0 BENEFITS PROGRAM

1. OCTEVAW does not offer health, dental or long-term disability benefits. Permanent employees will receive compensation in lieu of benefits at a rate to be negotiated when the offer of employment is extended.

13.0 REMITTANCE ON TERMINATION

1. On termination of employment, any leave taken and unearned will be paid back to OCTEVAW by the employee. The employee will be paid for any accumulated vacation leave on termination of employment.
2. Should an employee be on medical leave prior to a scheduled vacation period and should the illness extend into the vacation period, the employee will be considered to be on medical leave until they recover and the vacation will be rescheduled

14.0 ACCRUAL OF ANNUAL LEAVE

1. At the beginning of a year, or the commencement of employment, an employee's vacation account will be credited with no more than five (5) days carried forward from previous years and the number of vacation days they will earn that year. During the year, the vacation days used will be subtracted from the employee's vacation account. Vacation days that an employee was expected to earn but will not earn (due to parental leave, termination of employment, etc.) will also be subtracted. Employees with unusually high levels of unclaimed leave may be required to submit a plan for taking time off.
2. If an employee terminates employment, and has used vacation days that have not yet been earned, salary for these days will be deducted from the employee's final pay cheque. Vacation days that have been earned but not used will be paid at the time of termination.
3. No more than one (1) week of vacation time may be carried over from one year to the next without the prior approval of the supervisor.

15.0 NON-WAGE ENTITLEMENTS

1. **CANADA PENSION PLAN**
 - a) CPP is compulsory for all employees who have reached age eighteen (18) and are under seventy (70), in pensionable employment.
2. **EMPLOYMENT INSURANCE**
 - b) Employees are required to contribute to the Employment Insurance Fund.

16.0 TERMINATION OF EMPLOYMENT

Policy Statement

Termination of all employees will be carried out in accordance with the provisions of the Employment Standards Act. The values expressed in OCTEVAW's mission statement apply to its relationships with its employees.

Disciplinary action is taken to maintain OCTEVAW's standards of conduct.

OCTEVAW is committed to providing a work environment in which all personnel are treated with mutual trust, respect, dignity and worth. All personnel are entitled to clear performance expectations, guidance and supervision, and feedback on performance. When performance deficiencies are identified, OCTEVAW supports a progressive approach to any disciplinary action to ensure timely and clear communication, as well as fair opportunity to improve performance.

17.1 Employee Terminating Employment

1. A permanent employee wishing to terminate employment will be expected to give a written notice equal to that required of the employer by the legislation.

17.2 Employee Termination

2. In cases of clear and present danger to personnel or property, the HR Subcommittee may order an immediate suspension with pay, subject to review by the Board of Directors.
3. Except in cases of clear and present danger to personnel or property, when OCTEVAW is dismissing a permanent employee such dismissal shall be preceded by prior indications, i.e at least one verbal and one written warning to the employee, when performance has been unsatisfactory.
4. When it is necessary to terminate employment of a permanent employee who has completed probation for such reasons as economic factors or program changes, notice shall be given in accordance with the Employment Standards Act.

17.3 Progressive Disciplinary Process

1. The progressive disciplinary process includes the following four levels of possible disciplinary action: oral reprimand; written reprimand; suspension without pay; and dismissal.
2. For relatively minor infractions, discipline will begin at the lowest level and proceed upwards if warranted. However, for serious infractions, the level of initial disciplinary action may be higher, up to and including dismissal where warranted. OCTEVAW will seek legal advice when appropriate.
3. The HR subcommittee has both the authority and the responsibility to take disciplinary action against those employees who report to it. The Executive Director has the authority and

responsibility to take disciplinary action against those employees who report to them, up to and including suspension without pay. Such action should be taken promptly following an incident and should be in keeping with the severity of the problem, the circumstances surrounding it, and the probability of it recurring. Supervisors are to use their judgement in assessing the situation and the most appropriate level of discipline to be used.

4. The supervisor, working in consultation with the HR subcommittee, is responsible for initiating disciplinary action against the Executive Director as required, up to and including written reprimand; further action should include informing and seeking the concurrence of the Board of Directors, as well as seeking such legal and expert advice as may be required.

17.4 Volunteers and Students

1. For volunteers and students, a similar progressive approach shall be taken to ensure fair opportunity to improve performance. However, the possible actions will be limited to measures appropriate for the category of personnel (e.g. volunteers are not paid), and subject to any conditions outlined in any contract or agreement. For example, the coordinator from the educational institution may be consulted when a student is involved.

17.5 Steps - Progressive Disciplinary Process

A. Oral Reprimand

An oral reprimand is a verbal warning given by the supervisor. It must be clear to the individual that the warning is a disciplinary action.

The disciplinary action must clearly explain:

- ✓ what the individual has done to warrant a reprimand
 - ✓ what is expected of the individual to correct the problem
 - ✓ the time frame for corrective action
 - ✓ the next disciplinary action that will be taken if the problem is not corrected
 - ✓ any other information that is pertinent to the situation
1. The Supervisor will document the date and content of the oral reprimand, along with the employee's response.
 2. This material will be placed in the employee's file for one (1) year, after which it will be destroyed.
 3. The Supervisor must inform the HR subcommittee of the action that has been taken. This is to keep key people informed in case further disciplinary action is required.
 4. Normally, there is only one oral reprimand given to an individual to correct a problem.

B. Written Reprimand

A written reprimand is a written warning given by the supervisor. It contains exactly the same information as an oral reprimand, and makes reference to the previous oral reprimand (where one was given).

1. permanent copy of the reprimand is placed on the personnel file.
2. Normally, there is only one written reprimand given to an employee to correct a problem.

C. Suspension Without Pay

A suspension is a temporary removal of an individual from the performance of their duties for a specified period without pay. The HR subcommittee may suspend the Executive Director for a period of up to two (2) business weeks. The Executive Director may suspend any individual who reports to them for a period of up to two (2) business weeks.

An individual may be suspended for increasingly longer periods of time as disciplinary action for the repetition of the same offence, or they may be given a suspension and then be discharged for repetition of the same offence.

An individual may be suspended with pay during a period of investigation. This is not to be considered a disciplinary action although disciplinary action may result from the investigation. In the event that disciplinary action is taken that results in suspension without pay, the time already spent away from work will be counted as part of the suspension and the employee's salary adjusted accordingly.

1. When an individual is suspended:
 - a. She will be given a letter containing information on the period of suspension and discussing the same points that are outlined in the section on oral reprimand.
 - b. The letter will also state that personnel who are suspended without pay do not earn any leave during the period of suspension.
 - c. A copy of this letter will be placed on the personnel file.

17.6 DISMISSAL

An individual is subject to dismissal with cause (without notice) for any of the following:

- 1) a single serious act of misconduct
- 2) a repetition of an act of misconduct
- 3) a series of acts of misconduct.

An individual may be subject to dismissal without cause with appropriate notice. In such a case, OCTEVAW will comply with all legislative requirements, as set out in the ESA.

OCTEVAW will seek legal advice when appropriate.

18.0 Process with regard to the Executive Director

Policy Statement:

Authority for dismissal of the ED rests with the Board of Directors. Responsibility for recommending dismissal falls to the HR subcommittee, which in turn will normally act on the advice of the supervisor. Where it is deemed advisable, the Board of Directors may seek legal counsel before taking a decision.

If the Board of Directors is in agreement with the recommendation to dismiss, the Chair will notify the Executive Director in writing. The letter will contain a notice of immediate dismissal and the reasons for the action.

- 1) The Chair will issue an announcement to all members and staff informing them of the decision to discharge as soon as it is legally feasible to do so.
- 2) If the Board of Directors is not in agreement, the HR subcommittee will continue to document the case and may resubmit the request for dismissal.

18.1 Process with regard to Other staff

- 1) The Executive Director has the authority to dismiss all other staff who report to them, provided they do so in consultation with their supervisor (and/or the HR subcommittee) and in accordance with legislative requirements.

19.0 Grievance Process

Policy Statement

Most difficulties between individuals can be resolved with timely and effective communications. Having a third person to facilitate the discussion may be helpful. On the rare occasion when all informal efforts fail to resolve the situation, a more formal process may be called upon to settle the matter

All reasonable steps shall be taken to resolve problems/conflicts through informal means. If this is not possible, then personnel have the right to grieve, by submitting a formal, written complaint.

19.1 The Process

- A. An individual who wishes to submit a grievance must do so in writing, as clearly and concisely as possible.
- B. If the grievance concerns the Executive Director, then:
 - a. the formal complaint should be submitted to the HR subcommittee via the chair of that subcommittee.
 - b. If the Executive Director is the one filing the grievance, it should be referred to the Board of Directors as a whole via a member of the HR subcommittee.
 - c. In either case, the (sub)committee will have five (5) working days in which to respond to the individual in writing.
- C. During this period, the (sub)committee may seek additional background information upon which to base a decision. Subcommittee and Board of Directors decisions are final.
- D. Grievances are to be kept on file for a period of two years, after which time they will be destroyed provided there are no further related grievances.

Appendix B

FORMS OF LEAVE

Consideration	Terms	Eligibility
Not scheduled to work	If an employee does not normally work on the appointed day, they are still entitled to a 'substitute' holiday. Ideally, employees should 'flex in' the Public Holiday into their work schedule for the pay period. If this is not possible, a public holiday may be banked, and taken within three (3) months.	
Work more than 7 hours	Those employees who normally are scheduled to work a longer than 7-hour work day on the day on which the Public Holiday falls, should ideally 'flex in' more work hours in that pay period to cover the difference. If this is not possible, they may use other leave entitlements, e.g., Annual Vacation, Lieu time, or Special Leave. For example, an employee who normally works a 10-hour day would claim 7 hours of 'Stat' on that day and 3 hours of 'Regular' elsewhere in that pay period. Alternatively, that employee could claim 7 hours of 'Stat' and 3 hours of 'Vacation', 'Lieu', or 'Special' to top-up that day.	
Absent on Paid Leave	An employee who is absent on other 'approved' paid leave on the day on which a Public Holiday falls, should: 1) account for the Public Holiday when requesting their leave; 2) add an additional leave day to their scheduled absence; or 3) bank either the other leave entitlement or the Public Holiday and take it off within three (3) months.	
Vacation with Pay (SEE THE ESA, PART XIV, S.33-41 FOR DETAILS)		By law, an employee shall be given a vacation of at least two (2) weeks after each twelve (12) months of employment.
Vacation Pay	An employer shall pay vacation pay to an employee who is entitled to vacation equal	

	to at least 4 per cent of the wages earned during the 12-month period for which the vacation is given.	
Parental Leave	Parental leave is a right that new parents have to take unpaid time off work when a baby or child is born or first comes into their care. Pregnancy and Parental Leaves are considered a form of leave without pay.	<p>Permanent employees who are employed at least thirteen (13) weeks prior to their due date are entitled to take up to seventeen (17) consecutive weeks of unpaid Pregnancy Leave.</p> <p>A pregnant employee may begin their leave either the earlier of,</p> <ul style="list-style-type: none"> ✓ the day that is 17 weeks before their due date; or ✓ the day on which they give birth.
PREGNANCY AND PARENTAL LEAVE (SEE THE ESA, PART XIV, S. 46-49 FOR DETAILS)	<p>A parent's parental leave must begin immediately after the pregnancy leave ends. Otherwise, parental leave must begin within 52 weeks of the date the child was born or first came into the parent's care. In keeping with feminist principles that acknowledge a woman knows their self and their body best, an employee may take less than their entitlement and return to work without having to provide a medical certificate.</p> <p>Notice: The employee must give OCTEVAW not less than two (2) weeks' notice, in writing, prior to the commencement of the leave. In addition, the employee must give, in writing, at least four (4) weeks' notice confirming her planned date of return to work.</p> <p>Continuance of other Benefits: Employees are entitled to continue to accrue their normal entitlements while on leave.</p>	<p>New Parents who have been employed at least thirteen (13) weeks, are entitled to unpaid Parental Leave of:</p> <ul style="list-style-type: none"> ✓ 35 consecutive weeks (if the employee takes pregnancy leave); or ✓ 37 consecutive weeks (if the employee does not take pregnancy leave).
FAMILY MEDICAL LEAVE (SEE ESA, PART XIV S.49 FOR DETAILS)	<p>This entitlement applies in respect to the following individuals:</p> <ul style="list-style-type: none"> ✓ The employee's partner. ✓ A parent, step-parent or foster parent of the employee. ✓ A child, step-child or foster child of the employee or the employee's partner. 	An employee is entitled to a leave of absence without pay of up to eight weeks to provide care or support to family member if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition with a

	<ul style="list-style-type: none"> ✓ Any individual prescribed as a family member for the purpose of this section under the ESA. <p>Earliest date leave can begin The employee may begin a leave under this section no earlier than the first day of the week in which the period of risk begins.</p> <p>Latest date employee can remain on leave The employee may not remain on a leave under this section after the earlier of the following dates:</p> <ul style="list-style-type: none"> ✓ The last day of the week in which the family member dies. ✓ The last day of the week in which the period of risk ends. <p>Two or more employees If two or more employees take leaves under this section in respect of a particular individual, the total of the leaves taken by all the employees shall not exceed eight weeks during the period referred to in subsection (2) that applies to the first certificate issued for the purpose of this section. 2004, c. 15, s. 3.</p> <p>Full-week periods An employee may take a leave under this section only in periods of entire weeks.</p> <p>Advising employer An employee who wishes to take leave under this section shall advise their employer in writing that they will be doing so.</p> <p>Same If the employee must begin the leave before advising the employer, the employee shall advise the employer of the leave in writing as soon as possible after beginning it.</p> <p>Copy of certificate If requested by the employer, the employee shall provide the employer with a copy of the certificate referred to under</p>	<p>significant risk of death occurring within a period of 26 weeks or such shorter period as may be prescribed.</p>
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	<p>“entitlement to leave” as soon as possible.</p> <p>Further leave If an employee takes a leave under this section and the family member does not die within the period of risk, the employee may, in accordance with this section, take another leave and, for that purpose, the reference “the first certificate” shall be deemed to be a reference to the first certificate issued after the end of that period.</p>	
<p>GREATER BENEFITS: LEAVES OR ABSENCES</p> <p>Greater Benefits The above are minimum requirements for all employees. Permanent employees eligible for OCTEVAW paid leave benefits are entitled to greater benefits.</p>	<p>Authority to Grant Leave: The Executive Director has the authority to approve the leave of those who report to them. In respect of their own leave, requests must be submitted to their supervisor. Requests by the ED for continuous leave of more than one (1) week must be referred to the HR subcommittee for approval with two weeks advance notice. At that time, the HR subcommittee will also decide whether it is necessary to hire temporary replacement staff.</p> <p>Request for Leave: Employees shall request leave for any planned absences as far in advance as possible. These absences must be pre-approved by the supervisor. To ensure appropriate service delivery, the time taken will be mutually agreeable to both the employee and supervisor, with the exception of medical leave.</p> <p>Calling In: Employees absent due to an emergency are expected to call in to their supervisors as soon as possible and to record the leave taken on the time sheet for that period.</p> <p>Accrual: Leave benefits are “earned” benefits, i.e., accrued based on the period worked. Leave credits for a part-year will be calculated on a pro-rated basis. If an</p>	<p>Permanent employees entitled to OCTEVAW paid benefits, as stipulated in the <i>OCTEVAW</i> employment contract, are entitled to these greater, ‘paid’ benefits.</p>

	<p>employee is requesting leave not yet earned, approval may be granted, conditional on the employee signing an agreement to pay back any portion taken but not earned, should the employment contract end for any reason.</p> <p>The Paid Benefits year begins April 1st and ends March 31st each year. The rules for carrying forward unclaimed leave entitlements will be clearly indicated below.</p> <p>Reporting of Benefits (Absences): Employees and supervisors are responsible for tracking and recording benefits throughout the year. Employees may request a report from Family Services Ottawa at any time. Employees are responsible for verifying the accuracy of these figures and reporting any discrepancies.</p> <p>Claiming Leave Benefits: Leave benefits shall be claimed by recording the appropriate days or hours on the time sheets, for the appropriate pay period.</p>	
<p>ANNUAL LEAVE</p>	<p>Request for Vacation: Vacation requests must be submitted to the designated supervisor two months prior to the requested date. An answer will be given by OCTEVAW within two weeks. Requests falling outside these parameters will be considered.</p> <p>The vacation year is from April 1 to March 31. New full-time employees shall receive that portion of a full annual leave earned between the date of employment and the following March 31.</p> <p>However, new employees are not eligible to take vacation leave until after their probationary period has ended, unless their supervisor agrees to make an exception.</p>	<p>By law, vacations must be taken no later than ten (10) months after they are earned. Also, employees shall be paid for unclaimed vacation days at the end of their employment contract.</p> <p>In calculating vacation time, a working day means a normal business day, Monday to Friday inclusive. When a holiday falls within a vacation period, an extra day is credited to the vacation period.</p>

	<p>Permanent staff will have paid vacation leave of four (4) weeks per annum. After 10 years of continuous service they will have five (5) weeks of paid vacation leave per annum.</p> <p>Vacation leave for part-time employees of OCTEVAW will be pro-rated according to their FTE.</p> <p>Short-term employees will receive vacation pay of 4%, in accordance with the Employment Standards Act.</p>	
PAID MEDICAL LEAVE	<p>Employees are entitled to medical leave for personal illness and for illness of a close family member, limited to partner, parent or child.</p> <p>All permanent full-time employees shall be entitled to .83 days per month for illness, to a total of 10 working days per year, pro-rated for permanent part-time employees, leave is not cumulative from year to year.</p>	<p>Medical leave is for illness and medical (including dental) appointments only and no compensation is provided upon an employee's leaving the agency.</p> <p>Employees may be required to furnish medical evidence of illness or injury for absences of more than five days. <i>OCTEVAW Title of Document: HR Policy, Category: Governance Approved by: Board of Directors Date: May 13th, 2013 15</i></p> <p>In the case of an employee's not having accumulated any medical leave or having used all available time, a credit of up to ten days' leave may be granted at the discretion of the Board of Directors, providing there is a reasonable expectation of the employee's returning to regular full-time employment.</p> <p>If unearned medical leave has been taken at termination of employment, it will be recovered by OCTEVAW.</p>
SPECIAL LEAVE BENEFIT	<p>Special Leave may be granted <i>at the discretion of the Supervisor for the</i></p>	<p>Full time employees can request up to five days Special Leave in</p>

	<p><i>following purposes:</i></p> <ul style="list-style-type: none"> ✓ To undertake important family or personal responsibilities that cannot otherwise be attended to because of the work schedule; ✓ To care for family members under the broader definition of “specified Individuals” (see below) due to illness or medical emergency; ✓ To undertake the paternal responsibilities around the birth or adoption of a child; ✓ Personal observance days; ✓ Other urgent matter involving “specified individuals”, i.e., unplanned or out of the employee’s control, involving the potential of serious negative consequences, including emotional harm, if not attended to. <p>Special Leave credits are non-cumulative and will not exceed five days per annum. “Specified individual” is limited to include:</p> <ul style="list-style-type: none"> ✓ employee’s partner; ✓ parent, step-parent or foster parent of the employee or of the employee’s partner; ✓ child, step-child or foster child of the employee or of the employee’s partner; ✓ grandparent or step-grandparent; grandchild or step-grandchild of the employee of the employee or of the employee’s partner; ✓ partner of a child of the employee; ✓ employee’s brother or sister; ✓ relative of the employee who is dependent on the employee for care or assistance. 	<p>each full year worked. Part time employees can request Special Leave on a pro-rated basis calculated on their FTE (e.g., 5 days x 0.5 = 2.5 days per full year worked).</p>
<p>BEREAVEMENT LEAVE BENEFIT</p>	<p>Bereavement Leave shall be approved upon the death of a “specified individual” as defined.</p> <ul style="list-style-type: none"> ✓ Bereavement Leave is non-cumulative. 	<p>Full time employees can request up to five days Bereavement Leave per loss of any specified individuals.</p> <p>Part time employees can request to Bereavement Leave on a pro-</p>

		rated basis calculated on their FTE (e.g., 5 days x 0.5 FTE = 2.5 days per full year worked).
JURY (COURT) DUTY	This type of leave falls into three (3) categories: 1. Jury Duty 2. Non Work-Related Testimony 3. Work-Related Testimony.	Employees required by law to serve on a jury or called to appear as a witness by those who have legal authority to demand their presence (i.e. in the first two categories), will be paid their regular salary and benefits for two (2) weeks. Any stipends paid to the employee for such duties shall be signed over to OCTEVAW, less out-of-pocket expenses. After the first two weeks, the employee will be considered to be on an unpaid leave of absence and will keep any monies received from the court. Employees called to give work-related testimony will be entitled to receive salary and benefits until the court proceedings are completed. Employees summoned for court duty are asked to advise the HR Subcommittee as soon as possible. OCTEVAW will not compensate employees for jury duty performed on a normal day of rest, or if their presence is as a result of litigation they themselves have initiated for reasons unrelated to the performance of their duties.
LEAVE FOR PROFESSIONAL DEVELOPMENT	If an employee requests that costs associated with the professional development be paid by OCTEVAW, the supervisor will consider each request on a case-by-case basis.	Full-time staff will be given up to five (5) days paid leave for professional development days as required by OCTEVAW; this will be pro-rated for part-time employees

