

Sick Leave

Paid sick time is not a mandatory provision; rather, it is a benefit provided to all SAI employees. Paid sick time accrues after three months, and may be accessed after six months of employment. Sick hours will accumulate at the rate of 8 hours for every 173.33 hours worked and will accumulate up to a maximum of 96 hours. A maximum of 96 hours of sick time will be paid to any employee in any 12-month period. Unused sick time is not paid out

Paid sick time may be provided to an employee:

- If they are unable to adequately function in their position due to illness, or if their presence could jeopardize the health of supported individuals (as agreed upon by a Team Leader.)
- At the discretion of the employee's direct supervisor, who may request a physician's letter.
- For specialist appointments that cannot be scheduled outside of the employee's regular working hours.
- In certain instances, at the discretion of and with the approval of the Coordinator and at the discretion of the immediate supervisor, a maximum of three days paid sick time may be granted when the employee's immediate family member (child, spouse or parent) requires the employee's support during a serious illness.
- Sick time is not provided to an employee for personal appointments such as regular doctor appointments, dental visits, or elective surgery.

Procedure for accessing paid sick time:

Employees will make a request to their immediate supervisor in person or by telephone conversation at the earliest possible opportunity; texting a sick day request is not permitted. The supervisor will then either:

- Grant paid sick time off, and provide replacement (if required); The employee may be asked to take some responsibility in an effort to find a replacement. OR;
- Deny sick time off and state that the employee must be present for regular work hours. This response may be expected if the employee's illness does not compromise the health of supported individuals, or, in the case of multiple illnesses, if the employee is the healthiest option within the team.

A doctor's note can be requested by your supervisor at any point. If a doctor's letter is requested and not provided, the support will not be paid for missed hours.

Suspicion of abuse of paid sick leave policy will result in follow-up which may include disciplinary action.

If a support person is sick for an extended time, he or she must use their sick leave first. After the sick leave is depleted, he or she must have a lapse of seven days before they would qualify for EI. After 120 days on EI benefits, the support personnel would be eligible for long-term disability.

Vacation

Support personnel may take vacation with pay after completing one full year of employment with SAI. All vacation should be taken within the coinciding year to promote personal health and decrease burnout. Unused vacation pay from the preceding year will be paid out to employees annually in the first payday of December, unless otherwise agreed upon by the employee and SAI management.

Requests for vacation carryover into the following year must be discussed with the Coordinator and approved by the Associate Executive Director. A maximum of 1 week carry over will be considered and will only be approved if there is a specific plan for its use within an agreed upon time frame. If an employee wishes to request a carryover they must do so in writing by November 1st. The Accounting office will review all employees' accrued holidays twice per year to ensure it is being accessed or that a plan had been agreed upon.

As a way to recognize length of service, SAI provides employees with an additional week of holidays (4 weeks) after 5 years of service and another additional week (5 weeks) after 10 years of service.

Vacation pay will accrue at the following rates:

| Years Vacation Accrues | Accrual Rate (% of gross) | Year The Time Off is Taken |
|------------------------|---------------------------|----------------------------|
| First to Fifth | 5.76% (3 weeks) | Second to Sixth |
| Sixth to Tenth | 7.67% (4 weeks) | Seventh to Eleventh |
| Eleventh to Sixteenth | 9.62% (5 weeks) | Twelfth to Seventeenth |

Vacation pay shall not be granted in advance of credits earned. Employees requesting un paid time off before completion of one year of employment can make their request to their Coordinator.

The Coordinator is responsible for approving holiday requests. All personnel are required to fill out a holiday request form and submit it to their Coordinator. Not all requests can be approved and will not be considered so until the Coordinator has signed the approval form. The Team Leader or Coordinator is responsible for scheduling vacation and ensuring that all support personnel have the opportunity to use their allotted vacation. Specific requests will be approved within the context of appropriate operating requirements. If there is a scheduling conflict between support personnel and all other considerations are equal, the support person's length of service will determine scheduling priority.

Support personnel will not be required to take vacation in periods of less than one week's duration.

Upon resignation or termination of a support person, the amount of vacation pay earned less the amount of vacation taken will be released to the support person.