



<b>POLICY &amp; PROCEDURE</b>	
Title: <b>GCFHN Time and Attendance Policy Policy</b>	Category: <b>Human Resources</b>
Approved by FHN: May 18, 2018	Next Review: May 18, 2020
Author: FHN Operations Manager	Reviewing Body: GCFHN Physicians
Applies to: GCFHN Employees	

**Purpose**

This policy encourages regular attendance of all employees in order to carry out the mission and operations of the Garden City Family Health Network (GCFHN).

**Scope**

This policy applies to all employees of the Garden City Family Health Network. The provisions of this Policy apply only to the extent that such provisions (or any one of them) are not prohibited by law. If any provision in this Policy is held to be invalid, void or unenforceable by court, arbitrator, or government agency, then the remainder of the Policy, as the case may be, shall not be affected, impaired, or invalidated, and all provisions not invalidated, void, or rendered unenforceable shall be valid and enforceable.

**Compliance**

The GCFHN Operations Manager and the GCFHN Lead Physician are responsible for maintaining compliance with this Policy. The GCFHN Lead Physician, the GCFHN Associate Lead Physician and/or GCFHN Operations Manager have the authority to authorize a Policy exception.

**Hours of Operations**

Hours of operation may differ by location and will be communicated by the GCFHN Operations Manager.

**Employee Normal Hours of Work**

Employee hours of work may vary depending on function, location, and need. Employees are expected to be punctual when reporting to work. Lateness may result in disciplinary action, including dismissal. The Operation’s Manager and the supervising physician(s) will determine employee’s hours of work. All employees will receive a one-hour paid lunch break. Employees will only be paid for verified hours worked in accordance with their contract, this Policy and additional hours approved in writing by the management team.

**Reporting Absence**

Employees unable to report to work for any reason must notify the management team as soon as possible. For further direction see GCFHN Personal Emergency Leave (PEL) Policy.

**Absence for Appointments**

Time off for known appointments scheduled during working hours must be submitted to and preapproved by the management team a minimum of 24 hours in advance. Employees can choose to take the time as vacation, sick/personal time as per the GCFHN PEL policy.

**Overtime**

Overtime premiums are paid as per the Employment Standards Act. The maximum number of hours that can be earned without prior approval from the management team is two hours per pay period. Additional hours are subject to approval by the management team. Staff may shift their lunch break to accommodate mandatory meetings.

### **Statutory Holidays**

Statutory holidays are provided as per the Public Holidays listed in the Employment Standards Act. For illustrative purposes (and subject to change should the Employment Standards Act change) these dates include:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day (December 26)

In addition, employees are entitled to Civic Holiday and Easter Monday. Employees will be paid according to the ESA statutory holiday calculation on these two non-statutory holidays.

If an employee is required to work on a statutory holiday they will be paid as per the Employment Standards Act.

### **Vacation**

All vacation time should be requested using the *Time Request* feature in the FHT Solutions software for electronic approval by the FHN Operations Manager. Vacation allowance is per calendar year.

Employees must give sufficient notice for vacation requests equaling **one month notice for one week or more of vacation OR one week notice for one day of vacation**. Vacation requests with insufficient notice may be considered but approval is subject to coverage availability. Unused vacation time is lost at the end of the calendar year and may not be carried over to the next calendar year and the accrued vacation pay for the unused vacation time will be paid out at the end of the calendar year.

In approving vacation schedules, due consideration must be given to the effective operation of the FHN as well as the vacation requests of others within the workgroup. Employees are encouraged to communicate with one another their vacation plans to ensure patient coverage. Approval of vacation is at the GCFHN Operations Manager's discretion.

During high volume vacation periods, vacation requests for periods of more than two weeks consecutively will be considered on an individual basis based on the GCFHN Operations Manager's discretion.

For employees after one year of completed service, the vacation scale is as follows:

- Start of 13<sup>th</sup> month to end of 3<sup>rd</sup> year\* of service - 2 weeks off (4%)
- Start of 4<sup>th</sup> year\* to end of 9<sup>th</sup> year\* of service - 3 weeks off (6%)
- Start of 10<sup>th</sup> year\* to end of 14<sup>th</sup> year\* of service - 4 weeks off (8%)
- Start of 15<sup>th</sup> year\* to end of 20<sup>th</sup> year\* of service - 5 weeks off (10%)
- Start of 21<sup>st</sup> year and beyond – 6 weeks off (12%)

\* At Anniversary date.

**Full-time employees (20+ hours worked per week):** Vacation entitlement is based on the above vacation scale and is prorated according to the number of hours in their regular workweek. New full-time employees may request up to 10 days (non-consecutive) of UNPAID vacation during their first year of employment (after 3 month probationary period is complete) at the discretion of the FHN Operations Manager. This is dependant on replacement coverage availability as well.

**Part-time employees (less than 20 hours worked per week):** Vacation entitlement is 4% of gross earnings per pay period.

On leaving the GCFHN, full-time employees are entitled to vacation pay accrued from the beginning of the calendar year less any vacation already taken.

**Probationary Period:** Vacation requests will not be granted during a full-time employee's three month probationary period.

## **Leave of Absence**

Employees are entitled to leaves of absence in accordance with the provisions of the Ontario Employment Standards Act, 2000 ("ESA"). The ESA provides for the following leaves of absence:

- Pregnancy/Parental Leave
- Family Medical Leave
- Family Caregiver Leave
- Critical Illness Leave
- Child Death Leave
- Crime-Related Child Death Disappearance Leave
- Personal Emergency Leave
- Domestic and Sexual Violence Leave
- Organ Donor Leave Reservist's Leave

You can visit the Ministry of Labour's website at <https://www.labour.gov.on.ca/english/es/> to read about the detailed provisions of these leaves of absence.

In some cases, the GCFHN provides for a greater benefit than is provided under specific leave provisions of the ESA. In particular, please refer to the GCFHN's Personal Emergency Leave Policy which provides for paid days in excess of the ESA requirements.

The GCFHN also provides for some additional paid leaves of absence which are not required by the ESA. Such policies are set out in this Time and Attendance Policy.

The GCFHN acknowledges that from time to time employees may request an unpaid leave of absence (LOA) from work that is not covered by the LOA policies under the ESA or provided under this Time and Attendance Policy ("Additional LOA").

The FHN Operations Manager will consider, at their sole discretion, requests for Additional LOA . Factors taken into consideration may include previous leaves of absence, availability of suitable replacement staff, time of year, length of service, and purpose of leave.

Employees should make requests for additional LOA in writing to the GCFHN Operations Manager 30 days prior to the needed leave. Such requests must indicate whether the employee will also be taking a leave of absence pursuant to the ESA or the Time and Attendance Policy, whether for the same or a different reason as the Additional LOA.

Employees on a mandatory leave (as found in the ESA) shall continue to participate in any employee healthcare or retirement plan in place and the FHT will continue to pay premiums or make contributions to those plans for that purpose. The FHT, at the end of the fiscal year, will also return any unspent benefit funds to the employee as per standard practice. However, except as required under the Employment Standards Act, the employee shall not be entitled to receive pay or any other payment (including any payment in lieu of benefits) during or for the period of the leave.

## **Pregnancy and Parental Leave**

The Garden City Family Health Network will grant pregnancy, parental and adoption leave in accordance with the Employment Standards Act. Employees should make requests in writing to the management team consistent with the Leave of Absence provisions in this policy. If an employee requires a leave of absence as a result of sick leave or pregnancy leave prior to their anticipated leave start, a doctor's note will be required. The doctor's note should be provided to the GCFHN Operations Manager within five working days of the first day of the leave of absence. An employee who intends to resume employment at the end of the pregnancy leave and/or parental leave shall advise the GCFHN at the time of requesting the leave of absence. Upon returning to work, the employee will be reinstated to the position most recently held, if it still exists, or to a comparable position if it does not. All employees who filled vacancies as a result of the absence shall likewise return to their former permanent positions.

The Garden City Family Health Network will pay the employee who is reinstated from this leave

of absence, the wages that is at least equal to the greater of the following:

- i) The wages the employee was most recently paid by the GCFHN
  - ii) The wages that the employee would be earning had the employee worked throughout the leave.
- Years of service and vacation time shall continue to accrue during maternity and/or parental leave.

In addition to the standards as set out in the Employment Standards Act, the following provisions exist for employees of the GCFHN:

### **Court Leave**

The FHT recognizes there may be times when employees will be required to attend legal proceedings. Any employee absence for that purpose will be addressed under this policy.

1. If you are required to serve as a juror or attend as a witness in a legal proceeding, the GCFHN will grant you the necessary leave of absence with pay for a maximum of 10 working days. This paid leave applied for all full and part time employees of the GCFHN.
2. Entitlement to leave with pay (as set out in paragraph 1 above) only applies if you are required to participate as a juror or witness in a case involving the public interest. It does not apply if it is a private or personal matter to which you are a party. If you are required to participate in a legal proceeding to which you are a party the leave, if granted, would be without pay.
3. The employee is required to immediately notify the GCFHN as soon as she/he receives a subpoena or summons. To support any request for a leave, the employee will be required to provide proof (i.e. copy of the subpoena or summons).
4. If a paid leave is granted, the employee is required to repay the GCFHN any amounts received for court duty for up to 10 days (except any mileage, travel or meal allowance received).
5. The GCFHN expects that the employee will return to work or attend work on any day in which her/his attendance in a legal proceeding is required for fewer than half of her/his regular working hours.

### **Bereavement Leave**

This leave is in addition to the leave set out in the Personal Emergency Days Policy.

Paid leave is available to permanent employees after 3 months of employment.

Part time employees are entitled to a pro-rated amount of the paid leave set out below.

The FHT will provide employees paid bereavement as outlined below:

- The employee shall be granted (5) paid bereavement days for loss of an immediate family member: spouse, common law partner, children, or children of spouse/common law partner.
- The employee shall be granted (3) paid bereavement days, for loss of father, mother, brother, sister, or the spouse's /common-law partner's father, mother, brother, sister.
- The employee shall be granted (2) paid bereavement days, for loss of their grandmother, grandfather, grandchildren, niece, nephew, uncle, aunt and any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.
- The employee shall be granted (1) paid bereavement day, for loss of their spouse's grandmother, grandfather, grandchildren, niece, nephew, uncle, aunt or any relative of the employee who resides permanently with the employee or with whom the employee permanently resides.

*Common-Law Partner:* a person who has been cohabiting with an individual in a conjugal relationship for at least one year, or who had been so cohabiting with the individual for at least one year immediately before the individual's death.

The leave must be taken in consecutive days. Bereavement leave should commence immediately following the day the death occurred. The GCFHN Operations Manager may in his/her discretion agree to other start dates.

### **Contact Information**

Employees are required to provide an up-to-date address and contact number to the FHN Operations Manager.