



Exhibition Place

19

December 2, 2011

To: The Board of Governors of Exhibition Place

FOR INFORMATION

From: Dianne Young
Chief Executive Officer

Subject: **Amendments to Exhibition Place Policies
– Military Service & Vacation Entitlement**

Summary:

This report provides information on recent amendments made to two Exhibition Place policies that were previously approved by the Board.

Financial Impact:

The amended policies will have no financial impact beyond what has already been approved in the 2012 Operating Budget.

Decision History:

As part of the 2009 Strategic Plan, Exhibition Place has a Goal of *Sustaining a high-performing organization through alignment of people, processes and systems and through the recognition of our dedicated and excellent staff* and pursuant to that Goal will *continuously improve governance mechanisms including auditing City Council meetings* and amend by-laws and policies, if required, in keeping with City Council and other municipal agencies.

At its meeting of November 3, 2006, the Board approved of a consolidated Personnel Manual for Exhibition Place employees, wherein the noted policies were included.

Issue Background:

While minor, the language clarification for the Military Service policy and the Vacation Entitlement Policy will assist in the administration of the policy and the understanding of our employees.

Comments:

The revised policies Appendices “A” and “B” are attached to this report and a summary of each policy is noted below:

(A) Military Service Policy:

The Military Service Policy has been amended to clarify remuneration owed to employees on military training leave.

(B) Vacation Entitlement Policy:

The Vacation Entitlement Policy was updated to correct the terminology used to determine vacation periods from “service” or “service date” to “benefit eligibility”. Every instance in which the policy once referred to “service” has now been amended to “benefit eligibility”.

Contact

Sandy Douglas, Director

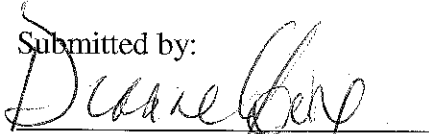
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Submitted by:



Dianne Young

Chief Executive Officer



Exhibition Place

**Military Service Policy
Appendix "A"**

FORMERLY CALLED:	As Above
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DATE OF ISSUANCE		
December	16	2011

SUPERCEDES POLICY DATED		
October	16	2006

PAGE		
1	of	1

Exhibition Place supports employees who are actively engaged in the Canadian Forces whether it be in the Reserves or in active duty overseas.

In addition to their regular vacation, an employee who is a member of the Armed Forces Reserves will be granted a leave of absence with pay for up to two weeks in a calendar year for prescribed military training.

An employee on training leave will be paid their regular salary for the period of absence from work provided that any military compensation received, excluding expenses, will be reimbursed to Exhibition Place.

An employee will be granted an unpaid leave of absence for the duration of their assignment, to a maximum of one year, for their one time assignment to a regular military command. The employee may elect to pre pay the costs of their benefits, including pension, should they wish to do so.

An employee will advise Exhibition Place prior to enrolling in the Armed Forces Services.

Received By: The Board of Governors of Exhibition Place – December 16, 2011



Exhibition Place

Vacation Entitlement Policy Appendix "B"

FORMERLY CALLED:	As Above
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DATE OF ISSUANCE		
December	16	2011

SUPERCEDES POLICY DATED		
January	22	2010

PAGE		
1	of	2

Vacation entitlement:

Employees in salary grade fifteen to nineteen

- 4 weeks for employees who have completed one year of benefit eligibility
- 5 weeks for employees who have completed 17 years of benefit eligibility
- 6 weeks for employees who have completed 23 years of benefit eligibility
- 1 additional vacation day per year upon completion of 19 years of benefit eligibility to a total accumulation of 6 weeks after the completion of 23 years of benefit eligibility.

Employees in salary grade eight to fourteen

- 3 weeks for employees who have completed one year of benefit eligibility
- 4 weeks for employees who have completed 9 years of benefit eligibility
- 5 weeks for employees who have completed 17 years of benefit eligibility
- 6 weeks for employees who have completed 23 years of benefit eligibility
- 1 additional vacation day per year upon completion of 19 years of benefit eligibility to a total accumulation of 6 weeks after the completion of 23 years of benefit eligibility.

Employees in salary grade one through seven:

- 3 weeks for employees who have completed one year of benefit eligibility
- 4 weeks for employees who have completed 9 years of benefit eligibility
- 5 weeks for employees who have completed 17 years of benefit eligibility
- 6 weeks for employees who have completed 23 years of benefit eligibility

Vacation credits accrue based on an employee's annual entitlement. For example, an employee entitled to 3 weeks' vacation annually will accumulate 1.25 vacation days per month of benefit eligibility. The month of hire is counted provided an employee commences regular full time employment prior to the 15th of the month. Employees must be in receipt of wages (with the exception of those on an approved maternity / parental leave) in order to be entitled to vacation credits.

An employee in their first year of benefit eligibility is eligible to take vacation days equivalent to the number accrued at the time of actual requested absence.

Vacation credits may not normally be used before being earned.

Employees should submit requests for vacation approval, in writing, to their direct supervisor and are expected to schedule their vacations as far in advance as possible.

Supervisors are responsible for managing vacation schedules to ensure employees use their annual vacation entitlement.

Each area is responsible for the preparation of its own vacation schedules and may specify periods when vacations may not be scheduled because of operational requirements. Every effort shall be made to grant annual vacations on the dates requested by employees.

Prior to commencing vacation an employee may delay the start of their vacation or reschedule the vacation period if:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.
- They are required to appear in court for jury duty or witness benefit eligibility.

Employees having commenced vacation may apply for the restoration of vacation credits in the following circumstances:

- The employee has a death in their family for which bereavement leave would normally be granted.
- They become ill or are injured and require in-patient treatment in a hospital for which sick leave would normally be granted.

Employees may be asked to provide reasonable proof to Human Resources in order to receive approval for the postponement of the vacation and / or the restoration of vacation credits.

Vacation Carry-Over

Employees may carry over from one calendar year to the next, a maximum of one year's vacation entitlement. In unusual circumstances, when vacation cannot be used, for example, where an employee has been asked to forego vacation for operational reasons, requests for extension to the following year will be considered on a case-by-case basis. Requests to carry over more than one year's entitlement require the approval of the Chief Executive Officer.

In the event an employee is in receipt of Short Term Disability pay and is applying for or waiting for approval of Long Term Disability benefits, excess vacation will be carried forward automatically. All vacation time owing will be paid out once the Long Term Disability claim is approved. Approval will not be required from the Chief Executive Officer to carry over and / or pay out excess vacation amounts under these circumstances.

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