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Title: **Workplace Leave and Time Off Policy, CSAWCC-2024-001**

Submitted By: Joshua Bell, Chief of Staff;  
and Executive Assistant to the President  
and CEO

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Purview: Board of Directors

Date of Approval: 15 January 2024

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## **Workplace Leave and Time Off Policy**

BE IT RESOLVED that 14855086 CANADA ASSOCIATION (hereinafter “the Corporation” or “CSAWCC”) do adopt the “WORKPLACE LEAVE AND TIME OFF POLICY” effective upon a successful vote by the Board of Directors.

### **1. Overview**

- 1.1 Whereas the Corporation recognizes that individuals are entitled to days off from work in addition to the regular required days off as set out by law.
- 1.2 Whereas the Corporation recognized the need for a process to request days off in an orderly fashion where they can be reviewed and approved and rejected.
- 1.3 Whereas the objective of this policy is to delineate the procedural framework established by CSAWCC pertaining to leaves of absence, remuneration for holidays, and formally requested time off.

### **2. Adoption**

- 2.1 Be it therefore resolved, that the Board of Directors adopt the following Workplace Leave and Time Off Policy.
- 2.2 Be it further resolved, that no provisions of this policy shall override the foundational principles present in the By-laws, and where there is a discrepancy between this policy and the Corporation's By-laws, the By-laws shall prevail.

### **3. Definitions**

- 3.1 Leaves of Absence: are periods during which an employee is granted time off from work. Can be due to various reasons such as medical issues, personal circumstances, or family needs. Typically subject to company policies and legal Regulations.
- 3.2 Remuneration for Holidays: Compensation provided to employees for



designated holidays when they are not required to work. Ensures that employees receive pay even when the workplace is closed for holidays. The amount and calculation can vary based on company policies and employment laws.

3.3

**Formally Requested Time Off:** Time off from work that is planned and communicated in advance through an official process. Employees typically submit a formal request, following company procedures. Provides transparency for scheduling and ensures proper coverage while accommodating employee needs.

## 4. **Leave Requests**

4.1

Leave requests may be approved for the following types of requests. While more can be requested, CSAWCC will reserve the right to any final decisions about the type of leave that can be requested as long as not required by law and is under the corporation's purview.

4.2

**Medical Leave Sick Days:** For employees requiring medical treatment, recovery, or health-related absence. CSAWCC employees who have been with the Company for at least two weeks will receive (3) unpaid, job protected, sick days per calendar year, in accordance with the Ontario Employment Standards Act, 2000 ("ESA"). This leave is unpaid, and any days not used may not carry over to the following year. If an employee takes a portion of a day as a day under sick leave, CSAWCC will consider the employee to have taken one full day of that leave. Eligibility for and use of sick leave shall have no effect on the employee's entitlement to any other protected leave under the ESA.

**Family and Medical Leave Act (FMLA) Leave:** Protected leave for eligible employees dealing with personal medical issues or family caregiving.

**Maternity/Paternity Leave:** Specialized leave for new parents, commonly associated with childbirth.

**Bereavement Leave:** Allowing employees to manage the loss of a family member or loved one. CSAWCC reserves the right to inquire as to the name of the deceased and their relationship with the employee and may request documentation to accompany the leave (for example, a copy of the obituary or the name of the funeral home responsible for handling the arrangements).

**Personal Leave:** Providing discretionary time off for personal reasons not covered by other leave categories.

**Jury Duty/Court Leave:** Allowing employees to fulfill their civic responsibilities without work-related concerns. CSAWCC reserves the right to request documentation to support absence for reasons of jury duty and/or witness leave.

**Military Leave:** Providing time off for employees called to active military duty



or related obligations.

Sabbatical Leave: Extended time off, often for personal development, travel, or study, typically with prior approval.

Disability Leave: For employees dealing with temporary or permanent disabilities, including accommodations.

Unpaid Leave: Offering flexibility for employees requiring time off beyond other available leave types.

## 5. Request Time Off

- 5.1 Any member of the corporation may request time off from work for any of the following reasons. Note that any time off requested must be done so in writing with the time off request form and submitted to the Human Resources Department and/or the applicable manager.
- 5.2 Sick Days: Employees must notify their Supervisor of their intention to use sick leave. Notification of the intention to take sick leave must be provided as soon as possible. CSAWCC may require that an employee who takes sick leave provide evidence that is reasonable under the circumstances of the reason for which they are taking the leave (including a medical note). Note that failure by an employee to provide appropriate evidence related to the use of the leave when requested by their Supervisor may result in disciplinary action up to and including termination of employment.
- 5.3 Days off: Requests should be submitted well in advance to your direct manager. Approval, contingent on operational needs, is obtained from Supervisors after mutual agreement. Vacation days must be used by the end of the year, with no carry-overs permitted.
- 5.4 Vacation Time: Requests should be submitted well in advance to your direct manager. Approval, contingent on operational needs, is obtained from Supervisors after mutual agreement. Vacation days must be used by the end of the year, with no carry-overs permitted.

## 6. Company Required Holidays

- 6.1 The following days, all employees and volunteers are not required to work or do anything for CSAWCC:
- New Year's Day
  - Family Day
  - Good Friday



- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

## 7. **Miscellaneous**

- 7.1 This policy shall only be subject to amendment by the Board of Directors.
- 7.2 This policy shall be subject to amendment, review, or striking every one (1) year following its ratification by the Board of Directors.

## 8. **Application**

- 8.1 This policy shall apply to the entire Corporation, its subsidiaries, the National Council, and Board of Directors, and any members who come into contact with the Corporation by any means.