

## Leave and Holidays – FULL-TIME Employees

**NOTE:** Section 6 of the Human Resources Policy contains the details and regulations about leave and holidays. The highlights below were pulled from that Section to give you an overview of your privileges. Please always refer to the HR Policy.

Section 6 applies to all employees except when a collective agreement stipulates otherwise, in which case it takes precedence.

### Designated Holidays:

New Year's Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Civic Holiday or St-Jean-Baptist in QC
Labour Day	Thanksgiving Day	
Christmas Day	Boxing Day	Remembrance Day

### Sick Leave Benefit

Full-time employees are entitled to take up to 17 weeks sick leave at full pay upon commencement of employment. A medical certificate must support periods of sick leave in excess of 3 days; prolonged or frequent illness may require additional medical certificates.

### Annual/Vacation Leave

Full-time employees earn vacation leave in accordance with their length of continuous full-time service, based on their anniversary date of employment, as follows:

Category I Employees		Category II Employees	
Years of Service	Vacation Earned in Working Days	Years of Service	Vacation Earned in Working Days
1 <sup>st</sup> and 2 <sup>nd</sup>	10	1 <sup>st</sup> and 2 <sup>nd</sup>	15
3 <sup>rd</sup> to 7 <sup>th</sup>	15	3 <sup>rd</sup> to 8 <sup>th</sup>	20
8 <sup>th</sup> to 17 <sup>th</sup>	20	9 <sup>th</sup> to 27 <sup>th</sup>	25
18 <sup>th</sup> to 27 <sup>th</sup>	25	28 <sup>th</sup> and subsequent	30
28 <sup>th</sup> and subsequent	30		

### Other Types of Leave

For more details on the other types of leave such as the ones listed below, please refer to your collective agreement or to Section 6 of the HR Policy.

Maternity Leave	Parental Leave	Compassionate Care Leave
Bereavement Leave	Jury Duty and Court Leave With Pay	Military Leave
Leave Without Pay	Adoption and Birth Leave	Family-Related Leave

## Leave and Holidays – PART-TIME Employees

**NOTE:** Section 6 of the Human Resources Policy contains the details and regulations about leave. The highlights below were pulled from that Section to give you an overview of your privileges. Please always refer to the HR Policy.

Section 6 applies to all employees except when a collective agreement stipulates otherwise, in which case it takes precedence.

### Designated Holidays

Upon completion of thirty (30) days of employment, as a part-time employee, you will be entitled to be paid 4% of hours paid as designated holiday pay every pay period. You will not normally be required to work on designated holidays. However, Category I employees who work on a designated holiday will be paid at the rate of one and one half (1 1/2) times their rate of pay for the hours worked on that date, in addition to the entitlement above.

### Designated Holidays:

New Year's Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Civic Holiday or St-Jean-Baptist in QC
Labour Day	Thanksgiving Day	
Christmas Day	Boxing Day	Remembrance Day

### Annual/Vacation Leave

Instead of vacation time, part-time employees receive a percentage of pay as vacation pay. Vacation pay is paid out in each bi-weekly pay as follows:

- In the 1st and 2nd year, 4% of gross earnings.
- In the 3rd to 7th year, 6% of gross earnings.
- In the 8th to 17th year, 8% of gross earnings.
- In the 18th to 27th year, 10% of gross earnings.
- In the 28th and subsequent years, 12% of gross earnings.

### Other Types of Leave

For more details on the other types of leave such as the ones listed below, please refer to your collective agreement or to Section 6 of the HR Policy.

Maternity Leave	Parental Leave	Compassionate Care Leave
Bereavement Leave	Jury Duty and Court Leave With Pay	Military Leave
Leave Without Pay	Adoption and Birth Leave	Family-Related Leave