**POLICY: VACATION AND TIME OFF (Effective for All Personnel)**

**I. Vacation Request Procedure**

* **Submission Deadline:** Employees must submit a Vacation Request Form annually **by February 28th.** To MikiJ@rysesupportiveservices, CC LisaU@rysesupportiveservices.ca, CC ShantelB@rysesupportiveservices.ca.
* **Review Period:** The Service Manager will review and approve requests by March 15th of the same year and forward them to the Payroll Department. They will be entered into Comvida upon final approval.
* **Guidelines Reference:** For entitlement clarification, refer to Employment Standard guidelines. Inquiries can be directed to payroll Lisa Ursel/Shantel Binning.
* **Entitlement:** Staff entitlement to Vacation days will be reviewed before approval.
* **Approval Criteria:**
  + Priority for client care and senior staff schedules.
  + Possible alternate dates if conflicts arise.
* **Flexibility in Vacation Days:**
  + Case-by-case consideration for requests of days instead of consecutive weeks.
* **Requirements:**
  + Requested using the time off form before February 28th of each year.
  + Appropriate staff coverage without undue burden.
  + Infrequent nature of requests.
* **Policy Change Notification:** As of January 1st, 2023, vacation pay is issued only with corresponding time off.

**II. Leave of Absence (One shift in a Week)**

* **Application Procedure:** Submit the time-off form at least one month in advance.

**PROCEDURE: VACATION AND TIME OFF (For All Personnel and Persons Served)**

**A. Vacation Requests**

* **Employee Responsibilities:**
  + Complete and submit the Time Off Request/Vacation form within the specified deadline.
  + Notify Service Managers and Team Leader via email.
* **Service Managers:**
  + Verify holiday entitlement and confirm allotment.
  + Enter the request into Comvida.
  + Update vacation days in Comvida.
  + Email confirmation of entitlement and approval to staff.
  + Always include Payroll in the process and confirmations.
* **Team Leader's Role:**
  + Schedule temporary coverage during the scheduling period.

**B. Time Off Requests Made Outside of the Specified Deadline**

* **Employee Responsibilities:**
  + Complete and submit the Time Off Request form to the Service Managers and Team Leader via email.
* **Service Managers:**
  + Confirm that the time off request is entered properly.
* **Team Leader's Role:**
  + Review requests and schedule temporary coverage if feasible.
  + Enter the request into Comvida.
  + Communicate the approved time off to the staff.

**C. Rescinding Vacation or Time Off Requests**

* **Employee Procedure:**
  + Notify the Team Leader and Services Manager via email requesting to rescind the vacation or time off at least one month prior.
* **Team Leader's Action:**
  + Update the schedule and reassign shifts only if the request was made within the required cutoff time.