

Section:	<b>Human Resources</b>
Policy:	<b>4.07</b>
Revised:	<b>April 2023</b>
Approval:	<b>Motion 375</b>

## 4.07 Vacation and Other Leave

### 1. Purpose

Kootenay Christian Academy (KCA) supports employees accessing their vacation and other leave entitlements to support their health and well-being. The purpose of this policy is to provide information and guidance with respect to the taking of vacation and other leave while employed with Kootenay Christian Academy (KCA).

### 2. Persons/Area Affected

All employees of KCA.

### 3. Policy

The policy of KCA is to provide at a minimum all the paid and unpaid leaves required by the BC Employment Standards Act, with additional vacation, sick leave and other leaves based on employment status.

### 4. Process

- 4.1. Employees entitled to vacation and other leave are encouraged to use the leave available to them for their intended purposes. While vacation time is for leisure purposes, other types of leave articulated in this policy have specific eligibility and/or requirements in order for staff to take that leave. Employees will provide any documentation or information to support their leave requests as required by the school.
- 4.2. The taking of vacation and other leave, unless for a specific, unavoidable reason, shall be taken in accordance with KCA's school calendar with the intent that the leave taken by employees falls within the break periods of the school so as not to disrupt or cause hardship to the operation of the school.
- 4.3. Employees applying for leave will provide as much notice as possible for planning purposes and all leave requests will be given appropriate consideration. Approval of leave requests will not be unreasonably withheld.
- 4.4. To support the continued relationship and connection between an employee and the school during a long period of absence, the staff member and their manager will commit to ensuring there is an appropriate level of communication occurring between the parties.
- 4.5. Vacation and other leave entitlements, excluding a portion of sick leave, are granted on an annual basis and cannot be accrued and carried over from one employment year to the next and any unused vacation or other leave entitlements will not be paid out by the school.
- 4.6. The administration of various leave types indicated in this policy shall be in accordance with the BC Employment Standards Act ("BC ESA") where such leave is governed by this legislation. In the event of any discrepancies between this policy and the BC ESA, the provisions of the BC ESA will prevail.

## 5. Types of Leaves

### 5.1. Vacation

Occupation	Entitlement	Requirements
Teaching Staff	10 weeks annually as follows: 2 weeks at Christmas Break 2 weeks at Spring Break 6 weeks at Summer Break Additional vacation time beyond 6 weeks may be granted during the Summer Break to Education staff at the discretion of the Principal or Superintendent.	Vacation time for teaching staff must be taken in alignment with the school calendar.
Educational Support Staff and Administrative Support Staff	4% vacation pay, increasing to 6% after 5 years of employment.	Vacation time for educational support staff must be taken in alignment with the school calendar.
Other Staff	As provided for in an individual employment contract	Written vacation request approved by the responsible manager

#### 5.1.1. Vacation Pay

1.1.1. At Kootenay Christian Academy, staff on annualized salaries have their vacation pay entitlements included in their salaries. Hourly wage staff have their appropriate vacation pay calculated and added to each pay.

#### 5.1.2. Approval Process

**1.1.2.** To ensure the least amount of disruption to students and to support learning continuity and the smooth operation of the school, education and operational staff who provide direct support and instruction to students are required to align their vacation periods with the breaks in the school calendar.

**1.1.3.** Administrators may approve leave outside of the breaks in the school calendar in extenuating circumstances after giving consideration to the availability of relief staff to cover the absence and the needs of the school.

## 5.2. Sick Leave

Employment Status	Annual Entitlements
Permanent Full-Time Employees	Up to 10 paid sick days per employment year, which is inclusive of the 5 paid and 3 unpaid sick days required by the BC Employment Standards Act. Up to 5 unused sick days may be carried over from one employment year to the next up to a maximum of 15 days per year. Up to 3 days of paid sick leave may be used for a family illness.
Permanent Part-Time Employees	Up to 5 paid sick days with additional paid sick days granted on a pro rata basis (up to a maximum of 9 days per employment year). This is inclusive of the 5 paid and 3 unpaid sick days required by the BC Employment Standards Act. Up to 5 unused sick days may be carried over from one employment year to the next up to a maximum of 14 days per year. Up to 3 days of paid sick leave may be used for a family illness.
Casual Employees	Up to 5 paid sick days and 3 unpaid sick days as required by the BC Employment Standards Act. Paid sick days cannot be carried over and accrued from one employment year to the next. In the case where a casual employee has not worked in the 30 days prior to calling in sick for their scheduled shift, the employee will use one of their three unpaid sick days.

### 5.2.1. Eligibility

1.1.4. An employee, irrespective of employment status, must be employed for at least 90 days before being eligible for their sick leave entitlements.

1.1.5.

### 5.2.2. Requirements

5.2.2.1. Sick leave is for the purposes of personal illness or injury and a medical certificate shall be provided upon request. For permanent employees, up to 3 days of sick leave may be used in the event of illness of a family member of the employee, where the employee is the only one that can reasonably provide for the needs of that family member.

5.2.2.2.

5.2.2.3. Casual employees who call in sick for their scheduled shift must provide reasonably sufficient proof verifying that their inability to work is due to an illness or injury.

5.2.2.4.

**5.2.2.5.** An employee eligible for paid sick leave will be paid an amount equal to an average day's pay.

## 5.3. Maternity Leave

#### 5.3.1. Entitlements

5.3.1.1. A pregnant employee is entitled to take up to 17 consecutive weeks of unpaid maternity leave, which must be taken during the period that begins:

no earlier than 13 weeks prior to the expected birth date, and

no later than the actual birth date

and ends no later than 17 weeks after the leave begins.

5.3.1.2. An employee may request maternity leave after the termination of a pregnancy and is entitled to up to 6 consecutive weeks of unpaid leave that begins on the date of the termination of the pregnancy and ends no later than 6 weeks after that date.

5.3.1.3. An employee may request an additional 6 weeks of unpaid leave, if for reasons related to the birth or the termination of the pregnancy, the employee is unable to return to work when the employee leave ends as per the above.

#### 5.4. Parental Leave

##### 5.4.1. Entitlements

5.4.1.1. An employee who has taken maternity leave may take up to 61 consecutive weeks of unpaid parental leave that begins immediately after their maternity leave ends for a maximum total period of leave of 78 weeks.

5.4.1.2.

5.4.1.3. A parent who did not take maternity leave, may take up to 62 consecutive weeks of unpaid parental leave that must begin within 78 weeks after the birth of the child.

5.4.1.4.

5.4.1.5. An employee who has adopted a child may take up to 62 consecutive weeks of unpaid parental leave that must begin within 78 weeks of the placement of the child or children.

5.4.1.6.

5.4.1.7. An additional 5 weeks of unpaid leave is available at the end of the parental leave period if the child has a physical, psychological or emotional condition requiring additional parental care.

#### 5.5. Other Leave Entitlements

Leave Type	Entitlement	Requirements (refer to Part 6 of the BC Employment Standards Act for more specifics)
Personal or Discretionary Days	Up to 2 days of paid leave for personal or non-medical reasons	Upon request and with prior approval of the supervisor
Family Responsibility Leave	Up to 5 days unpaid leave during each year of employment related to the care, health or education of a child in the employee's care or care or health of any other member of the employee's immediate family	Verification of reason for the leave provided upon request
Bereavement Leave	Up to 5 days paid leave on the death of an immediate family member	Written request provided to the responsible manager
Compassionate Care Leave	Up to 27 weeks unpaid leave within a 52 week period to care for a gravely ill family member who has a serious medical condition with a significant risk of death within 26 weeks	Medical certificate provided as soon as practicable verifying the family member has a serious medical condition with a risk of death
Critical Illness or Injury	Up to 36 weeks unpaid leave to provide care or support to a family member under the age of 19 years and up to 16 weeks unpaid leave to provide care to a family member over the age of 19 years	Medical certificate provided verifying the life of a family member is at risk as a result of an illness or injury
Reservists' Leave	Unpaid leave for member of the Canadian Forces who is deployed to a Canadian Forces operation	Written request provided to the manager at least 4 weeks or as soon as practicable prior to the date of deployment
Leave Respecting Disappearance of a Child	Up to 52 weeks unpaid leave in the event an employee's child disappears and that disappearance is the likely result of a crime	Upon request, sufficient proof of the circumstances necessitating this leave
Leave Respecting Death of a Child	Up to 104 weeks unpaid leave in the event of the death of an employee's child	Upon request, sufficient proof of the circumstances necessitating this leave

Leave Respecting Domestic or Sexual Violence	Leave available during each calendar year: up to 5 days paid leave, up to 5 days unpaid leave, up to 15 weeks of additional leave for the purposes indicated in the BC ESA	Upon request, sufficient proof of the circumstances necessitating this leave
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#### 5.6 Sabbaticals and Leaves of Absences

From time to time, staff may wish to take longer periods of leave from work for the purposes of education, travel, missions work, or other personal reasons. Schools should refer to their Leave of Absence Policy for the requirements and procedures for such leaves.