

## **VACATION/STATUTORY HOLIDAY/WEEKENDS DIRECTIVE**

### **BACKGROUND:**

Pursuant to the Order in Council issued on April 3<sup>rd</sup>, 2020 the Emergency Management Civil Protection Act in Ontario has permitted the Developmental Services Sector to assign work on statutory holidays and weekends and to approve vacations only where operational needs can be met. This is a change in past practice with regards to Full Time Staff typically requesting and being scheduled off with implied approval for the statutory holiday and weekends. This Directive will be in place for the duration of this Order.

### **RATIONALE:**

Programs may be placed at undue risk because of over-reliance on relief/agency/part-time staff who may not be sufficiently familiar with the needs and health of the residents and the systems in place to support any emerging COVID or other significant health-related concerns.

### **SCOPE:**

This directive applies to all full time, direct support, supporting management and corporate staff as determined by their Director.

### **GUIDELINES FOR SUPERVISORS, MANAGERS AND DIRECTORS FOR STAT HOLIDAYS, WEEKEND WORK AND VACATION REQUESTS:**

- **Statutory holiday scheduling:**
  - Staff that are regularly scheduled to work during a statutory holiday will be expected to work on that day.
  - In addition, non-regularly scheduled full-time staff that are sufficiently familiar with the needs and health of the residents and the systems in place to support any emerging COVID or significant health-related concerns may be scheduled as per operational needs on statutory holidays.
- **Weekend scheduling:**
  - Staff that are regularly scheduled to work on a weekend will be expected to work.
  - In addition, non-regularly scheduled full-time staff that are sufficiently familiar with the needs and health of the residents and the systems in place to support any emerging COVID or significant health-related concerns may be scheduled as per operational needs on weekends.
  - Supervisors/Managers will be expected to schedule an appropriate amount of full-time staff to work weekends onsite that are sufficiently familiar with the needs and health of the residents and the systems in place to support any emerging COVID or other significant health-related concerns.

- **Vacation:**
  - Staff are being asked to defer vacation requests until further notice to alleviate impacts on staffing and ensuring continued operational capacity. Vacation requests received will be reviewed by management.
  - Short duration (i.e. two (2) days or less) vacations excluding weekends/statutory holidays may be considered if program/operational requirements allow.

### **Related Documentation**

Relevant provisions of the Ontario Emergency Management Civil Protection Act

<https://www.ontario.ca/laws/statute/90e09>

Relevant provisions of the Employment Standards Act <https://www.ontario.ca/laws/statute/00e41>

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