

## **PAID TIME OFF DIRECTIVE**

### **BACKGROUND:**

Due to the current Pandemic, non statutory Time Off requests of greater than two (2) days have been deferred since March of 2020. This Directive replaces the Vacation/Statutory Holiday/Weekends Directive issued in April 2020.

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/paid time off only where operational needs can be met.

### **RATIONALE:**

Community Living Toronto acknowledges that planned time off provides an important opportunity for staff to refresh and recharge, and under normal circumstances the use of that time is encouraged; however, staffing the replacements for planned absences under the current environment could pose complications that otherwise would not be present.

In light of the above, planned time off requests between June 28, 2020 and October 3, 2020 will be reviewed and where possible, granted with certain conditions.

### **SCOPE:**

This directive applies to all full time, direct support, supporting management and corporate staff.

### **GUIDING PRINCIPLES:**

- Each request will be approved as tentative to allow for changes in the operating environment should these arise. However, every effort will be made to respect vacation requests once granted.
- A consistent approval process guideline will be utilized for direct support staff, Program Supervisors and Program Managers to ensure continued operational coverage.
- Outside of the supporting management and direct support staff group approval process guideline, each department head will be responsible for determining a planned time off process for their department.
- In this applicable time frame of June 28, 2020 through October 3, 2020, planned time off requests can enable up to seven consecutive days off, inclusive of regularly scheduled days off.
- This directive is in regard to paid time off requests such as vacation, float days, and use of Supervisor on call lieu days, it is not intended to prevent access to protected unpaid leaves

under the Employment Standards Act. Such leaves should be requested through the appropriate process and will be considered accordingly.

- The maximum of seven consecutive days off assumes only one weekend in order that management staff are reachable outside of the approved vacation period, in the event of a COVID-related occurrence at their program.
- Staff may be required to self isolate at work upon return.
- Staff required to quarantine due to travel out of country will be required to take an unpaid leave for the quarantine period if their role does not allow them to work remotely.

The Guiding Principles that pertain to weekend work and statutory holidays remain in effect, as follows, with considerations as outlined above for paid time off approvals applied:

- **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.

#### **GUIDELINES FOR SUPERVISORS, MANAGERS AND DIRECTORS FOR VACATION REQUESTS:**

- Paid Time off should be encouraged but not required.
- All time off requests should be limited to seven (7) consecutive days.
  - Additional requests of seven (7) consecutive days can be considered pending the availability of resources to provide appropriate coverage
  - Additional requests cannot be granted if it would prevent granting another employee's first request.
- Requests for time off for the period of June 28 – October 3, 2020 should be submitted as soon as possible in order to allow sufficient time in advance of the days requested to assess if they can be granted.
- Supervisor on-call lieu days and staff float days must be used by December 31, 2020.
- Supervisors/managers with on-call lieu days and all employees with accumulated float days should endeavour to utilize this time first.

- Employees may carry forward unused lieu time, if applicable, in accordance with the collective agreement and current practice.
- Approvals will be considered using the following framework:
  - Total request vs availability of replacement staff that maintains effectiveness.
  - Entire clusters requests must be considered.
  - In cases of conflicting requests, collective agreement/policy rules will be applied.
- Based on the availability of Float staff, the Float Staff Implementation Team will analyse the vacation requests as entered in DYAD. As per this analysis, Centralized Scheduling will provide an assessment to the supervisors on the possible vacation shifts that can be covered with Float staff. Supervisors will then be required to approve the vacation requests, create the replacement shifts and release them to Centralized Scheduling.

**Related Documentation**

13-04-01 Staff Training

06-03-01 Vacation Policy

Screening Protocol

DISCLAIMER: The information in this document is for educational and informative purposes only, does not constitute legal or professional advice, and is not guaranteed to be accurate, complete or up-to-date. Community Living Toronto makes no representations or recommendations as to the accuracy of the information and you should not rely on this document without seeking professional advice. Use of and reliance on any information in this document is at your own risk.