

Nova Scotia Health Research Foundation HUMAN RESOURCE POLICIES

The following section is an excerpt from the NSHRF Administration Manual. Please see Sections 1.3 for Vacation entitlement and 1.5 for Personal Day entitlement.

1.0 LEAVE

Administration of all leave calculation and entitlement shall be based on the fiscal year from March to April.

1.1 Bereavement Leave

Staff shall be entitled to:

- Five (5) days with pay for immediate family (father, mother, guardian, brother, sister, spouse, child, father-in-law, mother-in-law, step-child, ward, grandparent, grandchild, and any relative permanently residing in the employees household or with whom the employee permanently resides).
- One (1) day with pay for son-in-law, daughter-in-law, brother-in-law or sister-in-law, aunt, uncle, niece or nephew or grandparents of spouse of the employee – plus two days travel where travel is required to attend the funeral or memorial service

If an employee is on vacation or sick leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to his/her sick leave bank (section 1.6.2).

1.2 Pregnancy, Adoption and Parental Leave

1.2.1 Pregnancy Leave/Adoption Leave

An employee with at least one year of service can take an unpaid pregnancy leave or adoption leave for up to 26 weeks. The leave can start up to 16 weeks before the expected date of delivery. At least one week must be taken after the date of delivery. For adoption, the leave commencement will depend on the individual circumstances.

The NSHRF may require that an employee utilize her sick time or take an unpaid leave of absence if her pregnancy interferes with her work.

1.2.2 Parental Leave

A parent with at least one year of service may also take unpaid parental leave to care for his/her newborn or adopted child (children) for an additional 17 weeks.

1.2.3 Notice for Pregnancy, Adoption and/or Parental Leave

To take pregnancy, adoption or parental leave, at least four weeks' notice of both the date on which the leave is to commence and the date of planned return to work (if the employee plans to return early) must be provided for all types of leave. In the event that four weeks' notice is not possible, because the baby is born early, because of medical condition, or because of an unexpected adoption placement, the employee must provide as much notice as possible.

1.2.4 Combining of Leave

If an employee is taking both pregnancy or adoption and parental leave, she/he must take them one right after the other for a period of up to 43 weeks. An employee cannot go back to work between the two leaves.

If an employee is taking parental leave but not pregnancy or adoption leave, he/she can take up to 17 weeks' leave in the time after the child is born or arrives in the home. The employee loses this right if he/she doesn't take the leave within 12 months after the child arrives. Employees who do not take pregnancy or adoption leave but who do take parental leave include natural fathers and adoptive mothers and fathers.

1.2.5 Rights of Employees on Pregnancy or Parental Leave

An employee is entitled to return to work in the same position or, if the position has been eliminated, a comparable position to that which she held prior to the commencement of leave, with no loss of seniority or benefits accrued to the commencement of the leave.

- While on leave the employee will not accumulate sick time benefits (section 1.6.1)
- The time on leave will be applicable for vacation entitlement (section 1.3.1)
- While an employee is on leave, the employer shall maintain coverage for medical, extended health, group life and any other employee benefit plan. The employee shall continue to pay his/her share of the premium costs for maintaining such coverage during the leave period.
- While on leave the employee will become eligible for any applicable economic increases.

1.2.6 Supplementary Employment Benefits

If an employee on parental or pregnancy leave is in receipt of pregnancy and/or parental leave benefits under the terms of the Employment Insurance Act, the Employer shall pay to the employee a Supplemental Employment Benefit

- The benefit shall be equivalent to the differences between ninety percent (90%) of the employee's regular weekly earnings and the amount of the weekly Employment Insurance Benefits received by the employee.
- The benefit will be payable for the two-week waiting period for Employment Insurance Benefits
- The benefits will be payable up to the maximum terms allowed for pregnancy and/or parental leave benefits as provided for in the Employment Insurance Act
- Pursuant to Subsection 57(13) of the Employment Insurance regulations, the employee must apply for and be in receipt of employment insurance benefits under the Act.
- If an employee is not in receipt of Employment Insurance Benefits for one of the following reasons:
 - Is serving the two-week waiting period;
 - Has insufficient weeks of insurable employment to qualify for unemployment benefits, or;
 - Has received all the employment insurance benefits to which the employee is entitled

the employee shall receive payments under this plan to the level that would have been paid by the Employer had the employee been eligible or fully covered under the Employment Insurance Act (unless such lack of full entitlement arises by reason of the spousal splitting option under the Act).

1.3 Vacation

1.3.1 Entitlement

Entitlement for vacation is based on years of relevant professional experience:

- 0 – 8 years 3 weeks
- after 8 – 15 years – 4 weeks
- after 15 – 25 years – 5 weeks
- after 25 years – 6 weeks

Employees must submit a request for vacation to the Chief Executive Officer no less than two weeks prior to the desired commencement date of the vacation.

Employees returning from a leave of 17 weeks or more must work a minimum of 17 weeks prior to being granted vacation leave of more than 4 consecutive days.

1.3.2 Relevant Professional Experience

Relevant professional experience is defined as work experience in a related field in a full time capacity, after completion of relevant post secondary education. It does not include work experience prior to the obtainment of a relevant certificate, diploma or degree, any part time work or any work necessary as part of an educational program. The Chief Executive Officer or his/her designate will make

the final determination regarding relevant work experience based on the employee's CV, and any other pertinent information.

1.3.2 Vacation carry over

Vacation carry over of one week is allowable per fiscal year, anything in excess must have the permission of the Chief Executive Officer. Pay out for unused vacation is permissible to a maximum of one week dependent on budget restrictions.

An employee may be granted permission by the Chief Executive Officer to accumulate vacation carry over to a maximum of 20 days.

1.3.3 Borrowing of Unearned Vacation

Subject to the approval of the Chief Executive Officer, employees who have a minimum of four (4) weeks vacation entitlement. may borrow up to 5 days of his/her vacation leave of the next subsequent year.

1.3.4 If an employee becomes ill during a period of vacation and the illness is for a period of 5 (five) or more consecutive days, and such illness is supported by a medical certificate from a legally qualified medical practitioner, the employee will be granted sick leave and his/her vacation credit restored to the extent of the sick leave

1.3.5 Transition - No employee shall have his/her vacation entitlement reduced on implementation of this policy.

1.4 Holidays

1.4.1 Paid Holidays

The NSHRF recognizes the following as holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
½ day Christmas Eve	Victoria Day
Christmas Day	Boxing Day
Canada Day	
Natal Day	

One half (1/2) day (beginning at 12:00 noon on Christmas Eve Day)

1.4.2 Exception

An employee who is absent without pay on both the working day immediately preceding and the workday following the designated holiday is not eligible to be paid for the holiday.

1.4.3 Holiday falling on day of rest

When a day designated as a holiday coincides with the employee's day of rest, the holiday shall be granted on the working day immediately following the day of rest, the day following the employee's annual vacation, or another mutually acceptable day.

1.4.4 Holiday coinciding with paid leave

Where a day designates as a holiday falls within a period of leave with pay, the holiday shall not count as a day of leave.

1.4.5 Compensation for work on a holiday

- a) Where an employee is regularly scheduled to work and the regularly scheduled day of work falls on a paid holiday, he/she shall receive compensation equal to two and a half (2 ½) times the regular rate of pay as follows:
 - i) compensation at one and a half (1 ½) times the regular rate of pay, including the holiday pay, for the hours worked on the holiday, and
 - ii) time off with pay in lieu of the holiday on an hour-for-hour basis at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.
- b) Where time off with pay in lieu of the holiday has not been granted, compensation shall be granted at the employee's regular rate of pay for those hours worked on the holiday.

1.4.6 Overtime on a holiday

Where an employee is required to work overtime on a paid holiday, he/she will receive compensation equal to three times the regular rate as follows:

- a) compensation at two (2) times the regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
- b) time off with pay in lieu of the holiday on an hour for hour basis at a mutually acceptable time.

1.5 Personal Days

1.5.1 Entitlement

An employee is entitled to 5 personal days per fiscal year. These days are to be used for family emergencies, appointments, and general down time. This leave benefit acknowledges the rapid pace of work and the demands on employees'

personal time and is intended to provide an option for employees to ease the burden of other obligations.

1.5.2 Conditions

- (1) These days are not to be used in succession with the exception of an urgent situation (permission from the Chief Executive Officer is required for two or more days to be used in succession);
- (2) These days are not to be used in conjunction with vacation;
- (3) Prior permission is not required to access a personal day, nor is a rationale necessary. The employee is required to notify the Chief Executive Officer at least 24 hours in advance that a personal day is to be used. The Chief Executive Officer does have the right to deny access if office coverage or work productivity would be adversely impacted
- (4) Personal Days are not cumulative, and must be used in the fiscal year, there is no pay out for unused personal days.

1.6 Sick Leave

1.6.1 Accumulation

Staff accumulate sick leave credits at the rate of 2.5 days per month cumulative to a maximum of 150 days. This clause is retroactive to date of hire as a full time employee with NSHRF. There is no sick leave accumulation

1.6.2 Use of Sick Leave Bank

Short term leave would constitute use of the banked sick time

1.7 Time off with pay

Reasonable time off with pay will be granted to cover medical and/or dental appointments that cannot be scheduled off hours.

1.8 Adverse weather conditions

Should an employee be unable to show up for work for reasons beyond his/her control that are associated with adverse weather conditions, that employee shall suffer no loss of pay for the period in question. Application of this clause shall be at the sole discretion of the Chief Executive Officer or his/her designate.

1.9 Personal Development Leave

Leave with pay for professional development purposes identified through the performance management process will be granted by the Chief Executive Officer. Where the employee is pursuing a course of study (eg. at college or university) for personal

development purposes, the employee shall be responsible for completing such course of study on his/her own time. Time off with pay may be granted by the Chief Executive Officer to allow for examination time that cannot be scheduled outside normal working hours.

1.10 Court Leave

Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required:

- a) to serve on a jury; or
 - b) by subpoena or summons to attend as a witness in any proceeding held:
 - i) in or under the authority of a court; or
 - ii) before an adjudicator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it; or
 - iii) before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.
- Where an employee notifies the Employer in advance, where possible, that he/she is required to serve pursuant to Article 1.10(b), as a result of the functions he/she fulfills on behalf of the Employer, on a day other than a regularly scheduled work day, the time spent shall be considered time worked.

1.10.1 Jury Compensation

Any employee given leave of absence with pay to serve on a jury pursuant to Article 1.10(a), shall have deducted from his/her salary an amount equal to the amount that the employee receives for such jury duty.