



**Procedure Statement:**

The Flower Cart recognizes that employees face many different situations that require their attention. This ranges from personal sickness, medical appointments, family illness, family care, and emergency situations. This procedure outlines the time available for employees to deal with situations as they arise.

**Definitions:**

Adoption – A process whereby an employee assumes the parenting of another person and in so doing permanently transfers all rights and responsibilities from the originating parent(s).

Birth – Emergence of a child from the body of the mother.

Emergency – A serious situation or occurrence that happens **unexpectedly and demands immediate action**, e.g., flooding basement, potentially fatal injury/sudden death of a pet in your home, worsening travel conditions.

Employee – A person employed by The Flower Cart.

Family care – Care provided for a family member who does not live in the employee’s home, inclusive of medical appointments.

Family illness – Care of a family member living in an employee’s home, inclusive of medical appointments.

Family member – A person considered by an employee to be part of his/her family.

Illness – A disease or period of sickness affecting the body or mind.

Medical appointment – A predetermined time arranged with a health care provider to receive treatment for: 1. an illness or disease, or 2. the prevention of illness or disease.

Work day - A work day is any day of work scheduled by the employer regardless of the number of hours worked in that day. A work day includes any day of work, a day of vacation, a day off utilizing accumulated time, a Paid Holiday, Christmas Leave, and any other day that is paid, e.g., training, reassignment to home due to an emergency. The following are not work days; Paid Time Off, time on Supplemental Unemployment Benefits (SUB), and any unpaid day of leave, including time away from work as a result of a WCB claim.

**Procedure:**

Accumulation of Paid Time Off benefit

- i) The Paid Time Off benefit is earned at the rate of 12 hrs. per calendar month for those employees who work 40 hours per week. Other regular employees receive a pro-rated rate.

The entire benefit for a calendar month is earned when the employee works for 13 scheduled work days or more during that month. If the employee works for 12 work days or less, the benefit is pro-rated for the number of days worked.

- ii) Paid Time Off is credited at the end of each calendar month.
- iii) Paid Time Off can be accumulated to a maximum of 144 hrs for regular employees who work 40 hours per week. Other regular employees will be able to accumulate up to the equivalent of 18 work days.
- iv) The closing balance of Paid Time Off at the end of one fiscal year is the opening balance of Paid Time Off in the



next fiscal year.

**Use of Paid Time Off**

a) Paid Time Off can be requested for:

- (1) Adoption of a child
- (2) Birth of a child
- (3) An emergency
- (4) Employee illness, inclusive of medical appointments
- (5) Family illness, inclusive of medical appointments
- (6) Family care

b) Maximum Paid Time Off that may be approved:

- (1) Adoption of a child – 24 hours or prorated equivalent per adoption
- (2) Birth of a child – 24 hours or prorated equivalent per birth
- (3) An emergency – 24 hours or prorated equivalent per fiscal year
- (4) Employee illness, inclusive of medical appointments - the amount of Paid Time Off benefit accumulated at the time the request is made
- (5) Family illness, inclusive of medical appointments – the amount of Paid Time Off benefit accumulated at the time the request is made
- (6) Family care - the amount of Paid Time Off benefit accumulated at the time the request is made

**Other:**

- i) Paid Time Off is not approved unless the employee notifies his/her immediate supervisor prior to the employee's scheduled work day. If such prior notice is not possible, Paid Time Off is not approved unless the employee provides as much prior notice to his/her immediate supervisor as is reasonable in the circumstances.
- ii) A doctor's certificate may be requested by the employer when 3 or more consecutive work days of Paid Time Off are requested due to illness.
- iii) A maximum 4 days Paid Time Off may be advanced to the employee during the first three months of employment.
- iv) No payment in lieu of Paid Time Off is permitted at any time, including upon termination of employment.

**Attendance Management Interview concerning Paid Time Off**

- A formal attendance management interview may be conducted by the Executive Director when the way Paid Time Off is used is a concern or the amount of Paid Time Off used is above employer averages.
- Following the interview, a letter may be sent from the Executive Director to the employee summarizing the discussions.
- If a letter is sent a copy of the letter is filed in the employee's personnel file.

**Related Information:**

Benefits and Conditions of Employment

**Contact:**

Human Resources Department



**Roles and Responsibilities:**

Employee

- Notifying their supervisor when they taking time and the appropriate amount of time
- Any paperwork required
- Filling in their benefit sheet with time taken
- Forwarding any doctors notes to their supervisor

Supervisor

- Ensure accurate records
- Ensuring employees use their paid time off appropriately
- Approve or deny paid time off

Executive Director

- Attendance management interviews and the subsequent consequences

**Revision History:**

November 2012