

**EMPLOYEE ATTENDANCE AND
LEAVE POLICY**

September 2015

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Preamble

The VWS contractual arrangements for employee attendance are such that they ensure that the school is able to properly and adequately resource its duty of care to its students for the provision of a safe well supervised environment and of a high quality education.

As a policy document it functions within the social or rights realm of the organization, considered in a threefold way. As such the aim is to provide guidelines that describe equitable expectations and practices.

This policy clarifies and summarizes the contractual obligations for employees' attendance, including substitution and describes leave categories.

Attendance:

a. Faculty

At VWS a working week is deemed to be 40 hours as per the *Employment Standards Act* here after called the *Act*). A full time employee (Faculty or Non-Faculty) of the VWS is expected to be available for work up to 8 hours per day. All faculty (including less than Full Time Faculty) are expected and paid to attend 2 hours of meetings per week within the school year (1 ½ hour weekly Faculty Meeting and 2 hour monthly Fully Faculty Meeting).

b. Administrative Employees

At VWS a working week is deemed to be 40 hours as per the *Employment Standard Act* (here after called the *Act*) A full time Administration and/or Management employee of the VWS is expected to be available for work up to 8 hours per day. The school grants vacation according to the employee contract. There are 10 days of statutory holidays for all non-Faculty employees including less than Full Time.

Exceptions:

a. 1st Year Return from Pregnancy and Parental Leave

In the first year of return to work from maternity leave for you or your partner, you will be exempt from attendance at Full Faculty meetings. It is incumbent on you to be informed of the content of these meetings. There may however be occasions when, if there is a sufficiently important agenda, that your attendance at these meetings will be required. In this case you will be notified in advance.

b. Attendance with Dependent Children

Please note: It is not appropriate for an employee to have their dependent children with them and under their supervision at any time that they are engaged in professional duties that require supervision of students and/or in

meetings and events. Requests for exceptions must be submitted to and approved by Human Resources.

Leave Categories

Ordinary leave

c. Sick / Medical Leave

All employees are entitled to a total of 5 paid sick leave days per year (non-cumulative), calculated pro-rata of FTE.

An employee is entitled to up to 3 consecutive sick leave days without a medical certificate.

d. Family Responsibility Leave

All employees are entitled to a total 5 paid family leave days per year (non-cumulative), calculated pro-rata of FTE.

Family leave is made available in order for an employee to meet the responsibilities related to:

- the care, health or education of a child in the employee's care
- the care or health of any member of the employee's immediate family
- other needs granted at the discretion of the Pedagogical Manager for faculty and assistants or Business Manager for staff.

An employee is entitled to up to 3 consecutive family leave days without a professional's certificate.

e. Off Campus Professional Development and/or Training

The VWS actively supports employees engaging in appropriate, pre-approved ongoing professional development and training, which has direct implication to the employees' duties at VWS. This is technically not leave as such but is included here in terms of defining the expectation for staff attendance on campus. This process must be formalized prior by Human Resources and the Pedagogical Manager.

f. Off Campus Paid Duties

The VWS acknowledges that there are instances in which a staff member may need to act on behalf of the school. This is technically not leave as such but is included here in terms of defining the expectation for staff attendance on campus.

Should this be the case, the VWS employee will pre-arrange reimbursement for

their own substitution, which is to be pre-approved by the Pedagogical Manager. If VWS receives reimbursement directly from the BCME, WECAN, or AWSNA, the employee who performed the work will receive payment after all required deductions have been made. VWS will not cover the substitution costs while the VWS employee is performing duties. This process must be formalized prior by Human Resources and the Pedagogical Administrator.

Contingency Leaves

- a. **Pregnancy:** As per the *Act*
- b. **Parental Leave:** As per the *Act* except in addition when on Parental Leave the employee may return work early.
- c. **Compassionate Care Leave:** As per the *Act*
- d. **Bereavement Leave**

On the death of a member of the employee's immediate family the VWS grants 2 weeks paid leave. These days do not have to be consecutive, or start on the date of death. Beyond this the VWS will consider granting extended Leave Without Pay (LWOP) on a case by case basis.

"Immediate family" means the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee; and any person who lives with the employee as a member of the employee's family.
- e. **Jury duty:** As per the *Act*
- f. **Reservists' leave:** As per the *Act*

Procedures

Employee Attendance Records

Daily employee attendance records are maintained by the Pedagogical Manager at the Grade School, Principal at the High School, Early Childhood Manager in the ECC, and monitored weekly by the Business Manager.

Applying for Leave

- a. **Sick Leave:**
 - 1. For faculty and assistants, inform the Pedagogical Manager as soon as is possible

and follow the procedures in the Substitution Protocol as described below.

2. An administrative employee must inform the Business Manager as soon as possible.
3. Up to 3 consecutive days can be taken without a medical certificate.
4. Sick leave of greater than 3 days requires a medical certificate.
5. Leave taken without a medical certificate may be deemed to be an Unapproved Absence. [See section re Unapproved Absences.]
6. A faculty member is responsible for arranging their own substitution for their time off campus as per the Substitution Procedure outlined below.

b. Family Responsibility Leave:

1. Inform the Pedagogical Manager and Business Manager as soon as is possible and follow the procedures in the Substitution Protocol as described below.
2. Up to 3 consecutive days can be taken without a medical certificate. These will be deducted from the 5 Family Responsibility leave days, which employees are granted.
3. Family responsibility leave of greater than 3 days requires a medical certificate.
4. Leave taken without self-certification or a medical certificate may be deemed to be an Unapproved Absence [See section re Unapproved Absences]
5. A faculty member is responsible for arranging their own substitution for their time off campus as per the Substitution Procedure outlined below.

c. Pregnancy, and Parental Leave

As per the *Act*, except an application for early return must be made to the Pedagogical Manager with not less than with six weeks' notice.

d. Off Campus Professional Development and/or Training Leave:

Leave for professional development occurring off campus must be applied for and approved by the Business Manager and the Pedagogical Manager before the leave is taken.

A teaching staff member is responsible for arranging their own substitution for their time off campus as per the Substitution procedure outlined below.

e. Off Campus Paid Duties:

Leave for off campus duties must be applied for to the College of Teachers and approved by the Pedagogical Manager or Business Manager before the leave is taken. Approval is made on a case-by-case basis. Employees must apply through the Pedagogical Manager or Business Manager. Faculty members are responsible for arranging their own substitution for their time off campus as per the Substitution procedure outlined below.

f. Leave Without Pay (LWOP):

Application for Leave without Pay (LWOP) must be applied for and approved by the College of Teachers and before the leave is taken. Approval is made on a case-by-case basis. Employees must apply through the Business or Pedagogical Manager.

g. All other leaves

Employees must apply through the Business Manager and Pedagogical Manager, in person. Appointments may be arranged by contacting businessmanager@vws.ca.

Unapproved Absences

All employee absences that are not formally approved under this policy are considered Unapproved Absences and in such cases:

- a. Salary and entitlements equivalent to the period of unapproved absence for the employee will be suspended.
- b. An interview with the Business and/or the Pedagogical Manager may be required in order to ascertain the reason for the unexplained absence. According to the seriousness of the absence or absences (i.e. frequency, length of time, exposure of the school and or students to risk caused by the absence) disciplinary action, beyond the adjustment in pay and including that which may lead to termination of employment, could be the outcome of such a process.

Protocol for Arranging Substitution

This protocol seeks to bring straightforward and clear steps into substitution issues at our school. All teachers are to adhere to this protocol.

General

Employees must email substitution@vws.ca and inform the Pedagogical Manager and Business Manager immediately. When you need a substitute it is paramount that you take the following into consideration:

Employees must be on the VWS Substitution List.

- Are the directives given to the substitute clear and concise?
- Are all people informed who need to be informed?
- It is required of every teacher that they have some pre-prepared work program that can be used if you are not in the position to write something up due to illness or sudden event.

Protocol

a. Grade School or High School:

- Employees are responsible to engage with a substitute for all of the scheduled lessons and duties.
- Put together a prepared lesson plan from which the substitute can work from. Ensure that the substitute receives this as soon as possible preferably a hard copy or alternately by email to mnash@vws.ca

NOTE: The school requires that faculty always have a prepared work plan available that a substitute teacher can use if you are not in a position (i.e. sudden illness or event) to write one up at short notice or if your absence becomes protracted and the original work plan is completed.

Contact:

- Substitution: substitution@vws.ca
- Pedagogical Manager: mnash@vws.ca
- Grade School Reception: rireland@vws.ca
- High School Reception: svondruska@vws.ca
- Business Manager: businessmanager@vws.ca

b. Specialist Teacher, Grade School or High School:

- Employees are responsible to engage a substitute for all of their scheduled lessons, transitions and duties.
- Put together a prepared lesson plan from which the substitute can work from.
- Ensure that the substitute receives this as soon as possible preferably a hard copy or alternately by email to mnash@vws.ca

NOTE: The school requires that faculty always have a prepared work plan available that a substitute teacher can use if you are not in a position (i.e. sudden illness or event) to write one up at short notice or if your absence becomes protracted and the original work plan is completed.

Contact:

- Substitution: substitution@vws.ca
- Pedagogical Manager: mnash@vws.ca
- Grade School Reception: rireland@vws.ca
- High School Reception: svondruska@vws.ca
- Business Manager: businessmanager@vws.ca

c. Early Childhood Centre

- Depending on how the program is licensed in ECE will effect which substitute will be able to step in. Refer to the substitution list that applies to the class and contact the appropriate substitute. Once you have found the substitute please take the following steps:

- Write and email to the substitute, Pedagogical Manager, and Early Childhood Manager, and outline exactly which classes and times he/she will be teaching including lunches, recess duties and dismissal if applicable. This is a binding contract that you are forming on behalf of the school. You must copy the following people on this email:

Contact:

- Substitution: substitution@vws.ca
- Pedagogical Manager: mnash@vws.ca
- Grade School Reception: rireland@vws.ca
- Early Childhood Centre Manager: ptan@vws.ca
- Business Manager: businessmanager@vws.ca

Acknowledgement

I have read and understand the content, requirements, and expectations of this Policy. I have received a copy of the Policy and agree to abide by the Policy as a condition of my employment and my continuing employment at Vancouver Waldorf School. I understand that if I have questions, at any time, regarding this Policy, I am expected to consult with the School's Business Manager.

Name of Employee (print)

Date

Employee's Signature

Appendix 1: British Columbia Statutory Holidays @ 2015

New Year's Day - January 1

Family Day - 2nd Monday in February

Good Friday* - Friday before Easter Sunday

Victoria Day - Monday before May 25th

Canada Day - July 1

British Columbia Day - Monday after the 1st Sunday of August

Labour Day - First Monday in September

Thanksgiving Day – Second Monday in October

Remembrance Day - November 11

Christmas Day - December 25

***NOTE: Easter Monday** - Monday after Easter Sunday is for federally regulated employers only, other employers are not required.