



Otonabee-South Monaghan Public Library

Policy Type: Human Resources
Policy Title: Public Holiday and Leave

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Chair Signature: _____ Date: _____

The Otonabee – South Monaghan Public Library Board’s terms and conditions of employment with respect to vacations, public holidays and leave comply with the Ontario ***Employment Standards Act***.

Section 1: Public Holidays

1. The Library will observe these public holidays, and will be closed on the following days:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day,
Thanksgiving Day, Christmas Day, Boxing Day

2. Staff who qualify for these **public holiday pay** will be paid public holiday pay. The amount of public holiday pay to which an employee is entitled is all the *regular wages earned by the employee in the four work weeks before the work week with the public holiday plus all the vacation pay payable to the employee with respect to the four work weeks before the work week with the public holiday, divided by 20*. The actual procedure for paying these holidays will follow the instructions contained within the ***Employment Standards Act***.
3. Staff may use vacation time to observe religious holidays that fall on dates other than those listed. To do so staff must submit a vacation request.

Section 2: Sick/Medical Leave

1. Except in an emergency situation, staff will advise the CEO that they take sick/medical leave.
2. Staff are to advise the CEO and if time is needed for appointments etc.
3. Any sick/medical leave in excess of five working days requires a doctor’s note.
4. Days taken as sick/medical leave are identified unpaid.

Section 3: Bereavement Leave

The Library wishes to assist bereaved staff with paid leaves of absence. Time from one to five days may be granted with pay based on the deceased’s relationship to the staff member, using this schedule:

Public Holidays and Leave (Continued)

Bereavement Days Off *	Relationship
5	Immediate family – spouse, child, parent, sister, brother,
3	In-laws, grandparents, grandchild
2	Uncle, aunt, cousin, nephew, niece, or person with who the employee has maintained a close personal relationship

* According to individual's work schedule unpaid time to attend funerals will be considered by the CEO upon request.

Section 4: Personal Leave

For special situations unpaid leave may be granted. If staff need a leave for compassionate or other personal circumstance, they may make a written request to the CEO. Such leaves are discretionary to meet the operating needs of the Library.

Section 5: Jury or Witness Duty

Staff members subpoenaed for jury duty or as court witnesses will be given leave.

Section 6: Other Leaves

Other leaves are offered according to the Employment Standards Act. They includes:

- pregnancy
- parental
- family medical
- organ donor
- personal emergency
- declared emergency
- reservist