

SAMPLE EMPLOYEE ANNUAL HOLIDAYS POLICY

PURPOSE

To set out the rules governing holidays and entitlements for employees of the First Nations Health Organization.

POLICY

The First Nations Health Organization believes it is important to recognize its employees' efforts throughout the year and shall provide them with a paid annual holiday wherein they can enjoy rest and relaxation.

POLICY APPLICATION

1. All holiday time earned shall be granted and coordinated on the basis of the anniversary hiring date of the employee. This will be classified as a holiday year.
2. All holiday time accumulated must be utilized by the end of the current fiscal year. No annual leave credits will be carried over to the next fiscal year.
3. A holiday week shall consist of five (5) working days with daily hours of work in accordance with the hours of work procedures. The holiday week will depend on employee's Effective Full time (EFT) position. (i.e. 0.8 EFT work week would be four (4) days).
4. All employees must request annual leave in writing to the immediate supervisor for prior approval. The Health Director must provide a written copy of this request to the Health Board of Governance for annual leave approval.
5. The Health Organization in consultation with the Health Board reserves the right to schedule annual holiday leave times providing the best interests of the Health Organization are deemed paramount.
6. Annual holiday leave timeframes will be followed as:
 - After a full anniversary date, employee qualifies for two weeks annual holiday.
 - After two full anniversary dates, employee qualifies for two weeks annual holiday.
 - After three full anniversary dates, employee qualifies for three weeks annual holiday
 - After four full anniversary dates, employee qualifies for four weeks annual holiday.
 - After five full anniversary dates, employee qualifies for five weeks annual holiday.
 - Any full anniversary years after the five-year benchmark, employee annual holiday qualification will remain at five weeks.
7. At no time will annual leave be paid out to any employee, except in the event of resignation or termination of employment.