



## Time Off Request Policy

### **Working Hours**

Our Daycare operates between 7am and 6pm Monday through Saturday except for recognized holidays. You may be required to work at any time between 7am and 6pm, depending on the needs of Daycare at any given time.

Any hours worked outside of regular operating hours require prior approval from the License Holder or designate, otherwise they will be accepted as volunteer hours.

### **Time off Request**

Employees are required to complete and submit a time off request if the time off exceeds two (2) or more hours of leave. We understand that time off request may overlap with other employees and will make every effort to accommodate all requests, however, they will be considered for approval in the order they were received.

Requests need to be submitted as soon as possible, while allowing up to two (2) business days for approval, in which time management will exhaust all efforts to find cover the requested days. Requests without a minimum of two (2) days notice will not be approved.

It is important to note that all employees are expected to attend their scheduled shifts per usual until they have received a signed approval from the Director/ Licence Holder.

Unapproved absences are considered shift abandonment and subject to disciplinary action, up to and including termination of employment.

### **Paid Time Off (PTO)**

Ridge Kids Playcare Corp. does not pay PTO benefits for employees.



### **Paid Holidays**

Our company observes the following paid holidays:

- New Year's Day
  - Good Friday
  - Victoria Day
  - Canada Day
  - Labor Day
  - Thanksgiving Day
  - Remembrance Day
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- Christmas Day
  - Boxing Day

If a holiday falls on a day when our company doesn't operate (e.g. Sunday), we will observe that holiday on the closest business day.

### **Vacation Pay**

Ridge Kids Playcare Corp. employees are entitled to holiday pay from the date of hire to termination of employment. The vacation pay is calculated a four percent (4%) of the hours worked in the pay period. This pay is either held until requested or paid on each pay period.

### **Sick Leave**

Ridge Kids Playcare Corp. does not have paid sick leave benefits for employees. If you are unable to make your shift, please provide as much notice as possible. If it's within 2 hours of your shift starting, then you may need to attend until coverage is found.



### **Long-term illness**

Ridge Kids Playcare Corp. does not have long-term illness benefits for employees.

### **Bereavement Leave**

Losing a loved one is traumatizing. If this happens to you while you work with us, we want to support you and give you time to cope and mourn.

For this reason, we offer one (1) day of paid bereavement leave. You may take your bereavement as soon as needed to:

- Arrange a funeral or memorial service.
- Attend a funeral or memorial service.
- Resolve matters of inheritance.
- Fulfill other family obligations.
- Mourn.

If you must travel long-distance for a funeral or service, you can take two (2) additional unpaid days off. If you require more time, please complete *a time-off request form*.

### **Jury duty and voting**

If you are called out for jury duty, you are unable to claim pay for the time of absence. If local or national law stipulates days of paid jury duty leave, we will follow the law.

On election day, you can take two (2) hours off to vote if the program can allow for your absence. All efforts to coordinate coverage will be made to accommodate during operating hours, however, not guaranteed.

To keep good records, we ask you to bring us *a copy of your summons for jury duty and a document that proves you served*.

### **Parental Leave**

Caring for a newborn is an exciting time for parents. We want to support new mothers and fathers in their first months of parenthood with paternity and maternity leave. Afterwards, we will continue to support parents with flexible work hours and childcare.



### **Paternity and Maternity Leave**

Ridge Kids Playcare Corp does not have paid paternity and maternity leave.

If you are about to be a new mother or father (either through childbirth or adoption), talk to your Director to arrange your leave.

Please give us at least one (1) month notice before your leave begins.

### **Returning to work after parental leave**

We are committed to helping new parents' transition back to work after their leave ends.

We offer:

- Flexible/ part-time hours
- Childcare (as per availability)