

PATHWAYS ABILITIES SOCIETY

PROCEDURE: VACATION AND TIME OFF

Applies to: All Personnel and Persons Served

Effective/Revision Date:

January 26, 2004
April 19, 2004
May 6, 2004
March 28, 2007
May 5, 2008
June 21, 2010
September 12, 2011
December 21, 2012
January 6, 2015
April 13, 2015
July 21, 2015
March 17, 2016
June 12, 2017
September 18, 2017
November 19, 2018
January 14, 2019

Vacation Requests

1. Employees:

- Complete the appropriate section of the Time Off Request/ Staff Vacation Schedule form in ShareVision by the assigned date(s) in the most recent collective agreement.
- Notify the executive director via email (preferred) or through his/her staff ShareVision site that the form has been completed.

2. The executive director:

- Checks the person's holiday entitlement and confirms the allotment.
- Notifies the person, the person's supervisor or manager via email that he/she has reviewed the request and confirmed entitlement.

3. The supervisor or manager:

- Completes his/her portion of the form.
- Confirms staffing availability and schedules accordingly by the assigned date(s) and provisions in the most recent collective agreement.
- Notifies the person's immediate supervisor that the request has been processed.
- Changes the Time Off request form from pending to Approved or Rejected.
- Notifies the person via email or through their staff ShareVision site that the request has been processed by the assigned date(s) in the most recent collective agreement.

4. Employees are encouraged to check the list periodically.

Rescinding Vacation Requests

1. Employees:

- Go to the original Time Off Request/ Staff Vacation Schedule form request in ShareVision and enter the date the request to rescind the original request.
- Notify the supervisor and executive director via email (preferred) or through his/her staff ShareVision site that the request has been rescinded.

2. The executive director:

- Updates the amount of vacation hours the person has remaining.

3. The supervisor:

- Updates the casual call in list.

Medical Request

1. Employees:

- Complete the appropriate section of the Time Off Request form in ShareVision.
- Notify their immediate supervisor or manager via email or through their staff ShareVision site that the form has been completed.

2. The supervisor or manager:

- Completes his/her portion of the form.
- Confirms staffing availability and schedules accordingly.
- Notifies the person's immediate supervisor that the request has been processed.
- Changes the Time Off request form from pending to Approved or Rejected.
- Notifies the person and the supervisor via email or through their staff ShareVision site that the request has been processed.

3. Employees are encouraged to check the list periodically.

Time-off Requests Other

1. Employees:

- Complete the appropriate section of the Time Off Request form in ShareVision.
- Identifies what the time-off request is for.
- Notify their immediate supervisor or manager via email or through their staff ShareVision site that the form has been completed.

2. The supervisor or manager:

- Completes his/her portion of the form.
- Notifies the executive director the form has been completed.

3. The executive director and supervisor or manager:

- Reviews the reason for the request.
- Determines if the request will be approved or rejected.
- Notifies the person's immediate supervisor that the request has been processed.
- Notifies the person via email or through their staff ShareVision site that the request has been processed.

4. The supervisor or manager, if the request is approved:

- Confirms staffing availability and schedules accordingly.
- Notifies the person and the supervisor via email or through their staff ShareVision site that the request has been processed.
- Changes the Time Off request form from pending to Approved.

5. Employees are encouraged to check the list periodically.