



**Dryden Regional Health Centre
Management Employees
Terms & Conditions of Employment**





Welcome to the employee handbook for the Management employees at the Dryden Regional Health Centre! The Senior Management Team would like to take this opportunity to welcome any new employees and to thank all existing employees for the work you do and your contributions to DRHC.

DRHC is a great place to work, with collaborative people who work in a collegial and supportive manner. Working here provides you with many benefits which are focused on making a difference, purposeful work, wellness, recognition, lifelong learning and professional development.

A successful leader...

- Models DRHC's Standards of Behaviour
- Collaborates to promote team and organizational success
- Seeks opportunities for continuous improvement
- Values relationships and community
- Supports a culture of service
- Models leadership and accountability

This handbook is meant to outline the main aspects of the employee-employer relationship and will hopefully answer any questions you may have. However, if you have a question or a concern not addressed in the handbook, please do not hesitate to contact a member of the Human Resources (HR) team.

Our Values

*Respect • Integrity • Humility
Compassion • Accountability*



1. Introduction

The Management Group Handbook has been prepared to assist Management employees in finding the answers to general questions they may have and to familiarize them with DRHC's general approach to certain HR issues. Employees should read it carefully and keep a copy for their records.

This handbook replaces all previous handbooks issued by the hospital, and all previous handbooks are rendered inoperative effective immediately. Handbooks are to be reviewed annually.

Remember, this handbook is only intended to provide a general summary of information concerning certain HR issues. Neither the information in this handbook, nor any other communication by management with respect to this handbook or its contents, forms part of an employment contract with the Hospital. The Hospital has the right to change any information set out in this handbook, without consulting, obtaining agreement, or providing with notice of any kind to employees.

2. Scope

The Management Group includes persons who have leadership and managerial accountability for various portfolios and/or departments. The Management Group includes all senior managers, directors, managers and supervisors.

Jobs included in this group exercise full managerial responsibilities.

As part of the management team at DRHC, you have demonstrated leadership competencies that the hospital counts on for successfully meeting its goals. In addition to leading staff and/or faculty, you contribute to the strategies and plans that move our organization forward.

3. Purpose

The Dryden Regional Health Centre will make every effort to ensure that all employment experiences will be positive and personally rewarding.





DRHC Management Employees Terms and Conditions of Employment

It is the intention of the Dryden Regional Health Centre to:

1. Provide management that is skilled, fair, and concerned about the welfare of employees
2. Competitively compensate each employee in accordance with assigned responsibilities, professional ability, dedication, and development;
3. Give first consideration to internal applicants for vacancies or new positions;
4. Discuss willingly and frankly any problems, complaints, or questions on Hospital policies
5. DRHC is committed to the principle of **equal employment opportunities** for all employees and to providing employees with a work environment free of discrimination and harassment. All employees will receive consideration for **employment** without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information

The information on the following pages is a compilation of the policies, procedures and benefits covering management employees at the Dryden Regional Health Centre.

The personnel policies adopted by the Senior Leadership Team at the Dryden Regional Health Centre are intended to inform Management and Supervisory employees, and to guide the actions of the Management and Human Resources team in areas specifically addressed by the policy. These policies are not intended to be a complete statement of how the Hospital is to be managed nor are they to be construed as the sole source of administrative authority with respect to personnel matters.

The Hospital will inform covered directors/managers/supervisors of changes, additions, or termination of personnel policies by appropriate means.

This policy supersedes any and all prior policies, understandings, practices, customs, or agreements by the Dryden Regional Health Centre.

4. **Employee Files**

Personnel Files

DRHC will maintain accurate personnel records. Employees should advise HR immediately if there is any change in personal data, such as name change, address or telephone number.

There shall be one official personnel file for each employee and that this file will be maintained in HR. The official personnel file shall include records relating to both the employment status of the employee, including, but not limited to, the original application form/resume, job posting, offer letter, job and salary history and job performance documentation as well as any documentation related to discipline and probation. The Hospital shall notify the employee of any addition to their official personnel file that pertains to performance.





DRHC Management Employees Terms and Conditions of Employment

Employees will have the right to examine their official personnel files, exclusive of any letters of reference which have been provided on a confidential basis, by application to HR during normal business hours.

Employees may supplement the contents of their personnel files with documents related to their employment by forwarding such documents to HR.

Confidentiality of Personnel Files

The security and confidentiality of personnel files will be the responsibility of Human Resources Department.

Access to personnel files will be limited to the employee, staff in HR and to the employee's current manager and other authorized DRHC officials in connection with personnel, administrative and/or labour relations matters.

When HR receives requests for personal or employment-related information regarding an employee from an external agency, it will confirm employment only. Additional information will only be divulged with the written authorization of the employee.

Employee Health Files

All employee health files, including physician statements requested for sick leave will be kept in the Employee Health Nurse Office and separate from all other personnel files and under secure conditions. Access will be limited to authorized persons.

5. Hiring Process

In the recruitment and selection of all employees, the Hospital is committed to hiring the most qualified person for all positions within the Management Group. DRHC recognizes the worth and dignity of all candidates by providing equal opportunity for employment, encourages fair and open competition while ensuring all contractual and legislative requirements are met, and encourages its employees to realize their career goals and their full potential.

Application Process -Applicants should submit an updated resume with their application letter as per the instructions on the posting notice by the closing date of the competition.

Our Values

*Respect • Integrity • Humility
Compassion • Accountability*



**DRHC Management Employees
Terms and Conditions of Employment**

Selection Process - Only those candidates meeting the minimum qualifications will be considered for an interview. The hiring committee will decide whether any applicant should be interviewed.

The Hospital will base its selection of the successful applicant to fill a posted vacancy on the applicant deemed to be most qualified with regard to the required skills, ability, relevant past performance, and qualifications, as outlined in the job posting.

Successful candidates will be provided with an offer of employment that will include the following:

- Job title (with reference to the job description in the posting)
- Compensation package
- Classification of employment
- Full time/part time
- Pay rate

Future changes will be discussed with the employee and formalized with a written letter from the manager and copied to HR.

6. Probationary Period

From the most recent date of employment, newly hired managers, will be on probation for a period of six months.

Employees and their managers should meet early in the employee's employment to establish mutually agreeable probationary goals. Managers will meet with their employees within the first 30 and 60 days of hire, in order to support the employee to become successful in their new role.

If performance is deemed to be satisfactory, a letter indicating the employee had a successful probationary period will be sent. If the employee's progress and performance is deemed to have been unsatisfactory or an additional assessment period is required, the director/manager may extend the probationary period or discontinue employment.





7. Employee Orientation & Onboarding

Employee orientation and onboarding is a process that begins with an individual's first experience with the Hospital. During the first day on the job, the employee can expect a formal Orientation which will cover the following:

- a. Facilities Tour and Staff Introduction
- b. Organization Mission Statement, Goals and Objectives
- c. Standards of Behaviour
- d. Organizational Structure and Function
- e. Occupational Health and Safety
- f. Hospital Code of Conduct – policies and procedure
- g. Compensation, Employee Benefits and Human Resources Procedures
- h. Patient Confidentiality
- i. Patient Safety – individual roles and responsibilities
- j. WHIMIS and Occupational Health and Safety Program
- k. Policies and Procedures
- l. AODA (Accessibility for Ontarians with Disabilities Act)
- m. Employee Health Services
- n. AIDET

Departmental orientation is the responsibility of the department head and will be scheduled by the Human Resources Department, immediately following the general hospital orientation.

8. Standards of Behaviour/Code of Conduct

It is the individual responsibility of each member of the organization to aspire to the highest possible standards of conduct. DRHC has a Code of Conduct policy to guide the behaviour and interactions of all individuals who volunteer, work, practice and learn at Dryden Regional Health Centre. Allegations of breaches in this policy will be managed in accordance with the policy applicable to the members involved. Please refer to the Code of Conduct Policy and procedure through the DRHC Hospital Intranet.

The DRHC has translated our organizational values of Respect, Integrity, Humility, Compassion and Accountability into real actions and behaviours. Modelling these standards enable us to function as a high performing health care team and provide consistent, high quality service to our patients and their families.





9. Definitions

Regular Full-Time Management Employee - A manager/supervisor having paid hours of 1950 hours per year.

Regular Part-Time Management Employee – A manager/supervisor having regular paid hours less than 1600 hours per year.

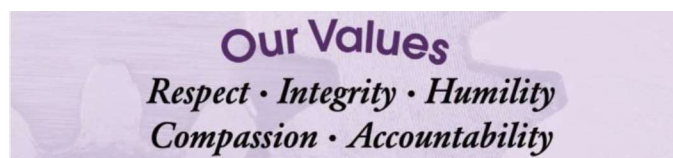
Term Worker – A manager/supervisor who works on a regular basis (either full time or part time) but whose employment will have a start and an end date established prior to employment.

10. Hours of Work/Flexible Time

Management employees are expected to apply as much time to their work as is required to facilitate the effective and efficient operation of the areas within the scope of their responsibilities. Management employees are expected to be largely self-directed and self-disciplinary with regard to the performance of the job function.

Excessive working hours are discouraged. Each individual manager has a responsibility to the organization and to himself or herself to maintain a reasonable balance between their professional and personal lives so that overall performance is consistent and effective. Managers who are unable to maintain this balance should seek assistance through their senior manager.

It is recognized that managers, by the nature of their positions, are often required to: attend meetings, resolve department problems, work on special projects, meet tight deadlines; and participate in other forums. Occasionally these activities occur on evenings, weekends and holidays. At the same time, when responsibilities permit, a Manager may choose to be absent on occasion, to attend to personal endeavours with the approval of his/her senior manager. These days are not to be taken in full days or blocks of days, like vacation and should not conflict with any management responsibilities that are required.





11. Local Business Travel

If managers/supervisors are required as part of their job duties to travel within the immediate town area, they will be reimbursed for use of their personal vehicle. **Please see Local Travel Policy.**

12. Extended Business Travel

In order to be reimbursed for expenses incurred while travelling on business, it is necessary to complete a business travel request form. This form is to be authorized by the department head/Senior manager and the Chief Executive Officer/Designate. After completing the travel, an expense report must be submitted along with the authorized travel request and valid receipts for accommodation, transportation, meals, registration fees and all other expenses, which are to be reimbursed by the Hospital. The expense report must be authorized by the department head/Senior Manager and the Chief Financial Officer/Designate. Personal vehicle use will be paid at the published rate per kilometre. Mileages to common destinations will be fixed based on a table of destinations available in the Business Office.

13. Professional Development and Training

The Dryden Regional Health Centre encourages all staff to stay current with respect to their professional responsibilities, to acquire new skills, which support their service area or to upgrade their skills for career advancement and/or to meet organizational goals.

DRHC recognizes the benefits that appropriate professional and/or career development activities brings to both the Hospital and its employees, to improve and remain current in the skills and knowledge required by their positions, and upgrade their qualifications to prepare for promotional advancement to other jobs within the organization.

A Management employee may be entitled to funding for professional development activities as per the Dryden Regional Health Centre's Staff Development and Training Policy.

14. Education Travel

All leaves for education must be properly authorized as per the Dryden Regional Health Centre's Staff Development and Training Policy. In order to be reimbursed for expenses incurred while travelling for education purposes, it is necessary to complete an education request form. This





DRHC Management Employees Terms and Conditions of Employment

form is to be authorized by the department head/Senior Manager, and the Education Committee.

After completing the travel, an expense report must be submitted along with the authorized education request and valid receipts for accommodation, transportation, meals, registration fees and all other expenses, which are to be reimbursed by the Hospital. The department head/Senior Manager, and the Chief Financial Officer/Designate must authorize the expense report.

15. Licences and Registrations

It is the responsibility of the employee to submit proof of all certification and licensure required by the nature of their occupation to the satisfaction of the Hospital. This written documentation will be placed on the personnel file of the individual concerned. Failure to provide the required documentation could mean suspension pending proof of qualifications. Please submit all required documents to the Human Resources Department by March 31st each year.

16. Occupational Health and Safety

Managers must recognize the accountability and importance they have on Occupational Health and Safety within their department, as well as the organization. All management must understand that they are accountable for their health and safety performance, and will be assessed accordingly. There are specific responsibilities that managers are accountable for; this will be reviewed through the management orientation.

DRHC is committed to the occupational health and safety of employees and in providing a safe work environment at all times. This commitment encompasses striving to identify and minimize workplace hazards and the prevention of work-related injuries and illnesses, including ergonomic related injuries. The Hospital will operate and the employees shall work in compliance with the Ontario Occupational Health and Safety Act (OHSA). The Hospital and the employees shall make every reasonable effort to prevent personal injury, and to maintain safe working conditions. The Hospital will make every effort to ensure that all employees comply with the legislation and with the occupational health and safety practices, procedures and policies established by DRHC.

Workplace Violence

Harassment and/or violence will not be tolerated, accepted or condoned by DRHC. No person shall engage in violent conduct or make threats of violence, implied or direct, on Hospital property or in connection with the Hospital business or workplace





DRHC Management Employees Terms and Conditions of Employment

Ergonomics

All employees must have a comfortable and safe work environment that does not adversely affect their health.

If an employee has concerns about the ergonomics of their workstation, a request for an ergonomic assessment for their station will be made in writing to the employee's immediate manager. This request will not be unreasonably denied.

Modified Work Program

The Dryden Regional Health Centre is committed to a modified work program to help injured workers get back to their pre-injury jobs as soon as possible. Injured workers qualifying for the program will be given work and hours that they can comfortably perform, relative to the nature and seriousness of their injury.

17. Employee Performance Appraisals

The Dryden Regional Health Centre uses a Performance Development Process (PDP) approach to employee performance appraisals. The process is an opportunity for self-examination. It is a tool to identify your individual strengths, weaknesses and goals. It is also an excellent mechanism to communicate effectively with your department manager/Senior Manager

The process of the PDPs is divided into three steps:

1. The employee completes the PDP independently
2. The department manager/Senior Manager completes the PDP independently
3. The employee and the department manager/Senior Manager meet and together complete the PDP Reconciliation/Summary.

Appraisal Periods

Probationary managers/supervisors shall be evaluated once before the end of their six-month probationary period, with a PDP, with an interim evaluation at the end of six (6) weeks (225 hours for an employee whose hours are less than full-time). These evaluations are due in the Human Resources Department not later than fifteen (15) calendar days before the end of the probationary period.

Our Values

*Respect • Integrity • Humility
Compassion • Accountability*



18. Compensation & Employee Benefits

It is the Hospital's goal to pay comparable salaries for comparable positions throughout the organization. The management group compensation system will maintain internal equity with other jobs through a consistent application of the job evaluation plan and benchmarking with other comparable jobs. Every two years an external review is conducted to ensure salaries are fair and competitive in the market.

Subject to legal and fiscal restraints placed upon it, it is the objective of the Hospital to pay the Management Employees salaries that are sufficiently competitive in the market place to:

- Attract and retain a high caliber of staff;
- Recognize the growth of individuals as they assume the full scope and responsibility of their positions

Payroll Processing

a. Time Reporting

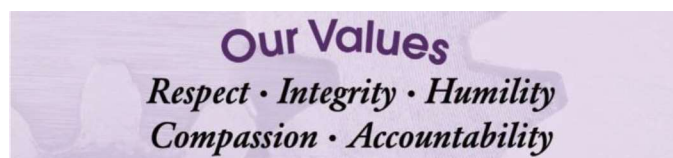
Time for managers/supervisors is reported on forms provided by the Human Resources Department on an exception basis (recording of hours other than those actually worked such as annual leave, holidays, sick leave, etc.). Managers/supervisors are responsible for accurately filling in and signing time sheets, and having their department manager/designate approve any exception to their schedule.

b. Pay Schedules

Employees are paid on the second Thursday following the end of a pay period. Pay periods are two (2) weeks. Online viewing of payroll information allows for employees to view all scheduling and payroll information. The pay statements are available on alternate Fridays unless that day falls on a holiday, in which case paystubs are normally distributed on the immediately preceding workday. All regular payroll will be paid via direct deposit. Employees are responsible for checking the accuracy of deposit slips so that any errors can be corrected prior to the deposit date.

Stand-By and Call-in Pay

Managers/Supervisors who are required to take formal call as a replacement for a regular technologist or attendant shall be paid at the rate of \$3.45 per hour. Where such standby duty





**DRHC Management Employees
Terms and Conditions of Employment**

falls on a paid holiday, the manager shall be paid at a rate of \$3.70 per hour. Upon call-in they shall receive a minimum of 4 hours, which is to be banked at straight time and taken as time off.

Shift/Weekend Premium (Nursing Managers/Supervisors only)

Evening Premium (1530-2230): \$2.25/hr

Night Premium (2330-0730) : \$2.65/hr

Weekend Premium (2330 hrs Friday to 2330 hrs Sunday) : \$2.80/hr

Those hours worked in addition to their regularly scheduled shift may be banked at straight time and compensating time off taken at a mutually agreeable time.

Employee Benefits

The following are brief descriptions of the employee benefit plans that are available to managers/supervisors and are subject to change. Detailed descriptions and plan brochures can be found in the Human Resources Department.

% in Lieu of Benefits

All managers/supervisors not employed on a regular full-time basis shall receive 13% of their gross wages earned (9% if a member of the HOOPP) in lieu of fringe benefits.

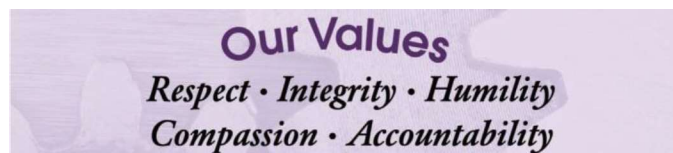
Hospitals of Ontario Pension Plan (HOOPP)

As a defined benefit plan, HOOPP will provide you with a retirement income based on a formula that takes into account your earnings history and service in the Plan. Your contributions are based on your earnings and the Plan's contribution formula. Please see the Human Resources Department for current contribution amounts and for further information on the HOOPP Plan.

Full time managers/supervisors must join the plan on the first day of employment with the Dryden Regional Health Centre, or upon becoming a full time employee. Part-time and casual managers/supervisors are eligible to join the plan upon employment, with no waiting period or minimum hours/earnings. Please see the Human Resources Department for further information.

Hospitals of Ontario Disability Income Plan (HOODIP)

This plan provides short-term and long-term income protection.





Short Term Sick Plan - This plan offers managers/supervisors up to 75 days of income protection per incident based on a percentage of regular gross salary. If you become totally disabled and are unable to work, you may receive a Sick Pay benefit up to 100% of your earnings (see table below).

<u>Years of Service</u>	<u>Percentage of Regular Gross Salary</u>
at least 3 mos.	66.23%
at least 1 year	70%
at least 2 years	80%
at least 3 years	90%
at least 4 years	100%

Long Term Disability Plan

This is a mandatory program for all full-time managers/supervisors after six (6) months of service. The employer pays 100% of the premium cost of the plan. Disability coverage begins following the short-term sickness period (15 weeks) and EI disability periods (15 weeks).

Extended Health Care

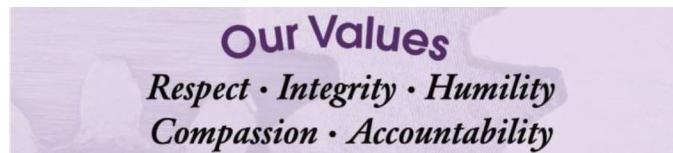
After 3 months employment, all regular full time managers/supervisors are eligible to enrol in the Extended Health Care benefit, which includes:

- a. Drug benefit program (equivalent to Blue Cross Drug Formulary #2),
- b. Vision care benefit in the amount of \$450/every two years, plus one eye exam. This amount includes use of laser surgery.
- c. Hearing aide coverage to \$700 every 36 months per person
- d. Physiotherapy, Massage and Chiropractic services – maximum payment of \$400 annually for each service/per insured person.
- e. Psychologist - \$800/calendar year

The Extended Health Care benefit is subject to a \$10-\$20 deductible per year depending on whether the employee elects single or family coverage. The employer pays 100% of the premium cost of the plan.

Dental Plan

After 3 months employment, all regular full time managers/supervisors are eligible to enrol in the Dental Plan, which includes procedures covered under Blue Cross Dental Plan #9 or equivalent, using the current ODA fee guide. There is no deductible for this benefit and the





DRHC Management Employees Terms and Conditions of Employment

employee can choose single or family coverage. The employer pays 100% of the premium cost of the plan.

The Dental Plan benefits include the following:

- Dentures - Annual maximum of \$1000/50% co-insurance
- Major restorative services – Annual maximum of \$2000 /50% co-insurance
- Orthodontic services - \$2000 lifetime maximum/50% co-insurance
- Basic services – recall exams twice/year

Semi-Private Hospitalization

After 3 months employment, all regular full time managers/supervisors are eligible to enrol in the Semi-Private Hospitalization Plan, which includes coverage for acute care semi-private hospital accommodation. There is no deductible and the employee may choose single or family coverage. The employer pays 100% of the premium cost of the plan.

HOOGLIP Life Insurance Plan

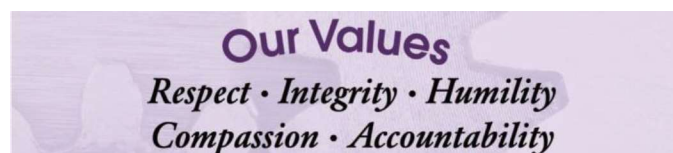
After 3 months employment, all regular full time managers/supervisors must enrol in the Hospitals of Ontario Group Life Insurance Plan (HOOGLIP), which provides life insurance coverage for 2 X salary or basic coverage of \$5,000. The employer pays 100% of the premium cost of the plan.

Accidental Death and Dismemberment

After 3 months employment, all regular full time managers/supervisors must enrol in the Accidental Death and Dismemberment Plan, which provide life and accident insurance coverage. The employer pays 100% of the premium cost of the plan.

HOOVLIP Life Insurance Plan

After 3 months employment, all regular full time managers/supervisors may enrol in the Hospitals of Ontario Voluntary Life Insurance Plan, which provides competitive group term life insurance coverage for up to 3X salary. Spousal coverage is also available. Managers/supervisors may be required to submit medical evidence of insurability to the carrier prior to acceptance in the plan. The employee pays 100% of the premium cost of the plan.





R.R.S.P. Payroll Deduction

As a service to managers/supervisors, the hospital offers the purchase of RRSPs by payroll deduction. Due to the administrative time required to offer this service, managers/supervisors are reminded to carefully plan for their financial needs. Cancellations, arrears and changes to the deductions are time consuming and may jeopardize the Hospitals ability to offer this service.

Retiree Benefits

The Hospital offers to all managers/supervisors who retire and have not yet reached age 65 and who are in receipt of the Hospital’s pension plan benefits, semi-private, extended health care and dental benefits on the same basis as is provided to active managers/supervisors, as long as the retiree has been a member of the benefit plan for a minimum of three (3) months. The employer pays 100% of the premium cost of the plan.

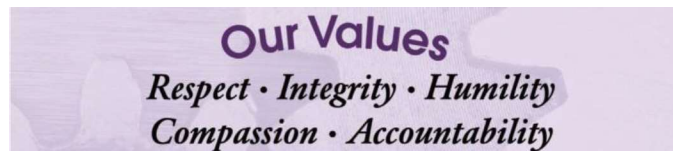
Part-time Benefits

The Hospital offers to all permanent part-time managers/supervisors, semi-private, extended health care and dental benefits on the same basis as is provided to active managers/supervisors. Managers/supervisors pay 100% of the monthly premium, in advance and would continue to receive their in lieu %.

19. Staff for Staff Payroll Deduction

The Staff for Staff committee is a committee made up of employees within the hospital who plan and coordinate staff activities. All employees have the option of paying into the Staff for Staff Committee, through payroll deduction, to fund a variety of staff activities, such as BBQ’s, staff functions and prizes. A \$5.00/pay contribution gets broken down in the following manner:

Deduction	Amount
Dress Down Sticker	\$2.00
50/50 Payday Draw	\$2.00
Hospital Foundation – money donated to the Foundation goes directly toward the purchase of capital equipment for the Hospital	\$1.00
Total	\$5.00/pay





20. Leaves of Absence

Vacation

Annual vacations are established to provide a paid period of earned rest and relaxation. It is expected that Management employees will normally take their full vacation entitlement each year.

Management employees are required to arrange vacation time with their senior manager. All vacation requests will be considered and approved subject to the requirements of the department. Due to the replacement factor of their position, it is suggested that if at all possible, managers limit their vacation time to a maximum of a three-week block.

The Vacation benefit is as follows:

<u>Full Time</u>	<u>Part Time/Casual</u>	<u>Full Time</u>
5 weeks	10%	After one (1) year of service
6 weeks	12%	After eleven (11) years of service
7 weeks	14%	After eighteen (18) years of service
8 weeks	16%	After twenty-five (25) years of service

Part time manager/supervisors shall advance on the vacation grid following the completion of the equivalent years of service as a full time employee. One (1) year of service equals 1,500 hours.

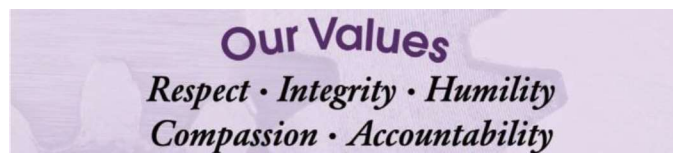
The vacation year runs from April 1st to March 31st. Only vacation earned in the previous vacation year may be taken in this period. Vacation payout will only be done upon termination or change in status (full-time to part-time or casual), unless there is written consent from the Chief Executive Officer or designate.

Please refer to the specific vacation request guidelines within your department.

Statutory Holidays

The following days will be observed as Statutory Holidays.

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day





**DRHC Management Employees
Terms and Conditions of Employment**

Victoria Day
Second Monday in June
Canada Day

Remembrance Day
Christmas Day
Boxing Day

Managers/supervisors who work on these days are entitled to a corresponding lieu time to be taken at a mutually agreeable time. Managers/supervisors shall not have more than three (3) Statutory Holidays banked at any particular point in time.

Bereavement Leave

In the event of a death in the “Immediate family”, (ie. father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grand-parent, grandchild, step-mother, step-father, step-child, grandparent of spouse, grandchild of spouse) up to four (4) consecutive working days within seven (7) days of the date of death may be granted with pay. If travel is required for the funeral, five (5) consecutive working days will be paid as bereavement leave. An employee shall be granted one (1) day bereavement leave without loss of regular earnings to attend the funeral or equivalent for his/her aunt, uncle, niece or nephew.

Additional time, without pay may be granted at the discretion of the Chief Executive Officer or designate.

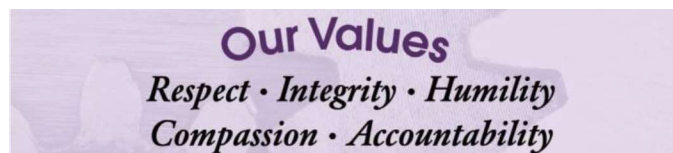
Where an employee’s scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave and will not be deducted from the employee’s vacation entitlement.

Education Leave

Requests for educational leave should be forwarded to the department manager/Senior Management for consideration on an individual basis. This leave may be paid or unpaid depending on the nature and scope of the education and its application to the employee's current position or future development. Please see the Staff Development and Training Policy for further information.

Business Leave

All leaves for conducting hospital business shall be approved by the department head and the Chief Executive Officer.





Court Attendance

If a regular full-time or regular part-time employee is required to serve as a juror in any court of law or required by subpoena to attend the court of law in connection with a case arising from duties with the employer, he/she shall not lose his/her regular pay because of such attendance provided that he/she:

- 1) Notifies the employer immediately upon notification that he/she will be required to attend court;
- 2) Presents proof of service requiring his/her attendance;
- 3) Properly repays the amount other than expenses paid to him/her for such attendance to the employer.

Pregnancy Leave

Pregnancy leave shall be granted in accordance with the provisions of the Employment Standards Act as amended.

The employee shall give written notification one (1) month prior to the commencement of the leave of her request for leave together with the expected date of return.

The employee shall re-confirm her intent to return to work on the date originally provided to the Hospital by written notification at least four (4) weeks prior thereof.

Vacation entitlement is not earned while on pregnancy leave, however unpaid vacation may be taken as granted.

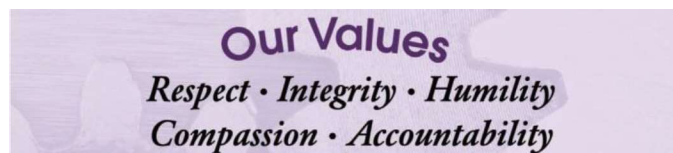
Parental Leave

Parental leave shall be granted in accordance with the provisions of the Employment Standards Act as amended.

The parental leave of an employee who takes a pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care or control of the parent for the first time.

Parental leave may begin no more than thirty-five (35) weeks after the day the child is born or comes into the custody, care, or control of a parent for the first time.

The employee shall give written notification one (1) month prior to the commencement of the leave of the request for leave together with the expected date of return. In the case of adoption,





the employee shall advise the Hospital as far in advance as possible of having qualified to adopt a child and shall request the leave in writing upon receipt of confirmation of the pending adoption.

The employee shall re-confirm the intent to return to work on the date originally provided to the Hospital by written notification at least four (4) weeks prior thereof.

Vacation entitlement is not earned while on parental leave, however unpaid vacation may be taken as granted.

Sub-Plan

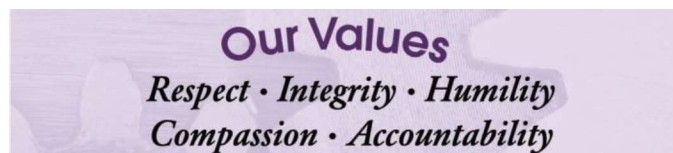
Pregnancy Leave

On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on pregnancy leave and has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 18 of the Employment Insurance Act shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of her regular pre-leave weekly earnings and the sum of her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the one (1) week Employment Insurance waiting period and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that she is receipt of EI pregnancy benefits. The Hospital SUB plan shall continue for fifteen (15) weeks.

Parental Leave

On confirmation by the Employment Insurance Commission of the appropriateness of the Hospital's Supplemental Unemployment Benefit (SUB) Plan, an employee who is on parental leave and has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 20 of the Employment Insurance Act shall be paid a supplemental employment benefit. That benefit will be equivalent to the difference between eighty-four percent (84%) of his/her regular pre-leave weekly earnings and the sum of his/her weekly Employment Insurance benefits and any other earnings. Such payment shall commence following completion of the one (1) week Employment Insurance waiting period and receipt by the Hospital of the employee's Employment Insurance cheque stub as proof that he/she is receipt of EI pregnancy benefits. The Hospital SUB plan shall continue for ten (10) weeks.

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that payments in respect of guaranteed annual





remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

Worker's Compensation

All workplace injuries are to be reported to the Hospital as soon as is possible following the incident. The employee will be interviewed regarding the accident as part of the policy, which requires that an incident investigation of all workplace accidents must take place as soon as possible so that management action can be taken to help prevent that or a similar type of accident from occurring.

An employee prevented from performing his/her regular work with the Employer due to an occupational accident that is covered by the Workers' Compensation Act and for which he/she has a valid medical certificate shall receive from the Employer, seventy-five percent (75%) of his/her gross salary for a maximum of fifteen (15) weeks or until the claim has been processed, whichever is less. Any difference in monies either from the Employer or the Employee shall be reimbursed. Failure of the employee to reimburse the Employer for monies owing will result in disciplinary action against the employee including, but not limited to, suspension without pay.

The Hospital shall attempt to find modified work for all managers/supervisors off on Worker's Compensation if possible and practicable.

Extended Leaves of Absence

If an employee's absence, without pay, from the Hospital exceeds thirty (30) continuous calendar days, he/she will not accumulate service for purposes of vacation entitlement and sick leave benefits for the period of absence. In addition, the employee will become responsible for full payment of all subsidized employee benefits in which he/she is participating, for the period of the absence. The employee must make arrangements with the Hospital to prepay the premiums so that coverage will not be interrupted.

Other Unpaid Leaves of Absence

Any employee may apply for unpaid leave. Approval of an unpaid leave is at the sole discretion of the department head. Extended leaves beyond 5 working days must be approved by the Chief Executive Officer or designate

