

**COMFOR MANAGEMENT SERVICES LTD.**

**POLICY 2007 - 03  
LEAVE**

**Policy Title: Leave**

**Policy Number: 2007- 03**

**Date of Adoption: March 19, 2007**

**PURPOSE:** To establish a policy governing various forms of leave for Comfor Management Services Ltd. employees as well as the accumulation of flex/overtime by said employees.

**POLICY:**

WHEREAS the Board of Directors deems it appropriate to establish a policy governing the accumulation of flex/overtime incurred by staff members while on Company business;

AND WHEREAS the Board of Directors deems it appropriate to establish a policy governing leaves of absence;

THEREFORE be it resolved that the Board of Directors, in open meeting assembled, establishes the following policy governing the accumulation of flex/overtime by employees and leaves of absence:

**SECTION 1 – FLEX/OVERTIME**

1. All flex time or overtime accumulated or submitted for payment must be authorized by the Supervisor prior to carrying out the work.
2. All flex time accumulations by staff have a maximum of 120 hours per annum (target is zero). Board of Directors approval is required for any variances.

**SECTION 2 – ABSENCES**

Employees are expected to be away from their jobs for legitimate reason and only with permission from their supervisor. An employee should give as much notice as possible if he/she are to be absent on a particular day. Unless otherwise covered by Company policy, absences are without pay.

### **SECTION 3 – SICK LEAVE**

1. Employees are encouraged to take leave when sick to improve their ability to recover from illness and reduce illness among the rest of the staff. Subject to adherence to this section, sick leave is with pay.
2. In the case of sick leave, which cannot be anticipated, the affected employee is required to personally contact his supervisor (or designate) at least one hour prior to the employee's starting time where possible. Where an employee cannot reasonably give notice to his supervisor personally, then a spouse or family member may do so.
3. Notice of absence for sick leave must include a statement of the expected duration of the absence. The Company will expect proof from a medical practitioner of the employee's inability to work for any absences over three (3) days in duration, and earlier if the Company has a concern regarding the employee's use of sick leave.
4. Sick leave with pay will continue until recovery, retirement or resignation or a point is reached where other benefits apply (e.g. disability benefits).
5. This section does not apply to workplace illnesses and injuries that would be covered under Worker's Compensation Board benefits.

### **SECTION 4 – COMPASSIONATE LEAVE**

1. In cases of emergency, death of a relative ("relative" defined as per Policy 2007-04) or pressing personal problems a leave of absence may be granted with pay for periods of up to three (3) days.
2. Where circumstances require a longer leave, it may be granted up to a maximum period of two weeks. Salary may be continued at management's discretion.

### **SECTION 5 – JURY DUTY**

1. Where an employee is selected for jury duty, a leave of absence will be granted.
2. It is the employee's responsibility to inform his supervisor of the duration of the jury duty.

## **SECTION 6 – MATERNITY / PARENTAL LEAVE**

Entitlement to maternity and parental leave will be as per the Employment Standards Act of BC.

## **SECTION 7 – HOLIDAYS**

1. The minimum holiday entitlement shall be as follows:
  - a) After 1 year of employment, 2 weeks annual vacation
  - b) After 5 years of employment, 3 weeks annual vacation
2. Timing of holidays will be at the discretion of the employee to the extent possible. Timing of holidays may be restricted if critical to Company business.
3. Forestry staff may be limited to 2 weeks vacation during the April 1<sup>st</sup> to September 30<sup>th</sup> period.
4. All holidays must be taken in the calendar year in which they are accumulated.

## **SECTION 8 – OTHER**

1. Employment is considered continuous while on leave or jury duty for purposes of benefit plans or other Company plans where duration of employment is a factor.
2. Under no circumstances will leave be granted to accept other employment.