



Vacation and Leave Policy

INTRODUCTION

All employees of Genome Canada are entitled to a period of vacation leave as well as other types of leave as defined in the Vacation and Leave Policy. The policy reflects Genome Canada's responsibility to provide a work environment for its employees which is based on fairness, equity and recognition of work/life balance.

PURPOSE

The purpose of this policy is to set out the principles and rules governing vacation leave, leave with pay, and leave without pay for employees of Genome Canada.

AUTHORITIES

The following authorities are relevant to this policy:

- Genome Canada Funding Agreement
- Genome Canada General Bylaws
- Genome Canada Corporate Governance Manual (edition November 2006)
- *Ontario Employment Standards Act*

APPLICATION

This policy applies to all full-time and part-time employees of Genome Canada.

1. VACATION LEAVE

Entitlement

Upon hire, all full-time employees, are entitled to a minimum of fifteen (15) days vacation per fiscal year. Additional vacation benefits, over and above the minimum entitlement, will be considered in recognition of previously accrued benefits with other employers, and/or due to the individual's position or length of service within the organization. The vacation benefits are stated in the conditions outlined within the individual's employment agreement. Vacation entitlement is paid at the employees' current rate of pay.

Vacation entitlement year

The vacation year begins April 1st of the fiscal year (April 1st to March 31st).

Vacation leave is expected to be taken within the year in which it is earned. Vacation leave may be taken before it is earned, up to the employee's maximum entitlement for the current year in which the vacation is earned.

It is recommended that employees take a minimum of two consecutive weeks of vacation per fiscal year.

Up to one full year of annual vacation leave entitlement may be carried over from one fiscal year to the next fiscal year. However, vacation leave must be taken by employees within twelve months following the end of the vacation entitlement year for which it is given.

Any annual leave remaining subsequent to the twelve months following the end of the vacation entitlement year for which it is given will be lost and not compensated. In exceptional circumstances, Genome Canada may approve an extension of the leave carry-over which can not exceed more than an additional twelve months.

Payout upon Termination

Upon termination of employment at Genome Canada, earned but unused vacation leave credits are automatically paid out to the employee.

Genome Canada shall recover from any monies owed to the employee, an amount equivalent to unearned vacation leave taken by the employee.

Vacation credits

An employee earns vacation leave credits for each month of employment at the rate specified in each employee's employment agreement.

For example, an employee who is entitled to:

- 15 days of annual leave will accrue 1.25 days per month of vacation credits;
- 20 days of annual leave will accrue 1.67 days per month of vacation credits; and,
- 25 days of annual leave will accrue 2.08 days per month of vacation credits.

Part-time employees earn annual vacation leave credits on a pro rata basis.

Vacation leave credits continue to accrue while an employee is on sick leave, and paid maternity and/or parental leave. Vacation leave credits do not accrue while an employee is on long-term disability or other unpaid leaves of absence.

Scheduling

Supervisors shall schedule and approve vacation leave for employees in their area of responsibility taking into consideration operational requirements and employee requests.

Deferred Vacation

An employee who is unable to take his/her vacation entitlement at the scheduled time due to illness or an accident (which requires medical attention or hospitalization) occurring before the beginning of his/her vacation period may defer the vacation to a date agreed upon with his/her supervisor. The employee is required to produce a medical certificate confirming the illness or hospitalization.

If an illness occurs during the authorized vacation leave, employees are not eligible for sick leave unless special circumstances prevailed; i.e., an accident which required a hospital stay.

2. LEAVE WITH PAY

A. Statutory Holidays

The following days are paid holidays:

- New Year's Day
- Ontario Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Provincial civic holiday*
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

* Employees who reside in the province of Quebec have the option of taking either the Ontario civic holiday (1st Monday in August) or Quebec civic holiday (St. Jean Baptiste Day) as a statutory holiday.

When a holiday coincides with a day of rest (Saturday, Sunday), the holiday is moved to the first scheduled working day following the day of rest.

Genome Canada closes its offices between Christmas and New Year's Day, and employees will be granted these days as additional paid holidays. These additional paid holidays are granted on the basis of compensation for additional work undertaken by staff throughout the fiscal year for which they receive no overtime pay.

B. Family Leave

Family leave with pay is granted for up to a maximum of 2 days in a fiscal year under the following circumstances:

- to take a member of the employee's immediate family (spouse or common-law partner, children (including foster-children and children of common-law partner), parents or any relative residing in the employee's household) for medical or dental appointments
- to provide for immediate and temporary care of a sick member of the employee's immediate family.

C. Sick Leave

Sick leave with full pay is granted when an employee is unable to perform his or her duties because of illness or injury. A medical certificate is required for absences of five (5) or more consecutive days.

An employee earns sick leave credits at the rate of one and one-quarter (1 ¼) days for each month of full-time employment for a total of 15 sick days per fiscal year. Unused sick day credits will accumulate from year to year.

Sick leave does not accumulate when an employee is on long term disability or other periods of unpaid leave.

Part-time employees earn sick leave credits on a pro rata basis.

When an employee has insufficient or no sick leave credits, and has used up any remaining vacation leave, Genome Canada will pay the additional sick leave required at 100% of base salary.

Because sick leave is an insurance-type benefit, there will be no paid settlement of accrued or earned sick leave credits upon termination of employment.

D. Long Term Disability Leave

Genome Canada employees who are eligible for long term disability (LTD) will qualify after a waiting period of 105 calendar days or 75 working days. Genome Canada will pay the employee's full salary at the rate in effect at the commencement of the period of disability offset by any amounts payable to the employee under the disability insurance program provided by Genome Canada. During long term disability leave, Genome Canada will continue to pay fringe benefits as well as contribute to the employee's pension plan at the amounts payable to the employee under the disability insurance program provided by Genome Canada.

E. Bereavement Leave

Genome Canada recognizes that its employees require time to attend the funeral of a member of their immediate family (spouse or common-law partner, children (including foster-children and children of common-law partner), parents, siblings, or any relative residing in the employee's household) to handle personal affairs without a disruption of their income.

Bereavement leave with pay is granted up to a maximum of five (5) consecutive days when a member of the employee's immediate family (spouse or common-law partner, children (including foster-children and children of common-law partner, parents, siblings) dies.

Bereavement leave with pay is granted up to a maximum of one (1) day when relatives (daughter- or son- or brother- or sister- or, parent –in-laws, grandparents, cousins, aunts, uncles) of the employee's immediate family dies.

F. Special Leave

Special leave with pay is granted to an employee for the following circumstances:

- participation in jury duty;
- subject to operational requirements and advance notice, other circumstances as agreed to by the employee's supervisor; i.e. executive exchange, career development as in participation in a seminar, workshop or course.

G. Maternity Leave

An employee who is pregnant, and has been employed with Genome Canada for at least thirteen (13) weeks will be granted maternity leave for a period beginning before, on or after the end date of pregnancy and finishing not later than seventeen (17) weeks after the end date of pregnancy. An employee who is entitled to maternity leave can receive Employment Insurance (EI) benefits for a period of up to 15 weeks. There is a two-week waiting period that is not eligible for EI benefits.

Where the pregnant employee has been employed by Genome Canada for 12 continuous months preceding the estimated date of delivery, part of the pregnancy leave will be paid as an amount equal to the difference between the combined EI weekly benefit rate and 82% of the salary at the time of commencement of the leave. The employee concerned will receive 82% of the salary payable immediately prior to the leave for the following 15 weeks. In addition, Genome Canada will pay 82% of the employee's salary for the two-week period that is not eligible for EI benefits, Genome Canada will continue its payment of fringe benefits, including pension plan contributions based on earnings received from Genome Canada. If the employee chooses to contribute to their pension plan at the rate of their full time salary prior to their maternity leave, Genome Canada will match the contribution.

H. Parental Leave

An employee who is a parent, and has been an employee of Genome Canada for 12 continuous months preceding the birth of a child or adoption of a child, shall be granted parental leave for a single period of up to 35 weeks. An employee who is entitled to parental leave can receive Employment Insurance (EI) benefits for a period of up to 35 weeks.

Where the employee has been employed by Genome Canada for at least 12 continuous months or more preceding the date of taking parental leave, the total 35 weeks of the available parental leave will be paid as an amount equal to the difference between the combined EI weekly benefit rate and 82% of the salary at the time of commencement of the leave so that the employee concerned will receive 82% of salary payable immediately prior to the leave for the next 35 weeks. During these 35 weeks, Genome Canada will continue its payment of fringe benefits, including pension plan contributions based on earnings received from Genome Canada. If the employee chooses to contribute to their pension plan at the rate of their full time salary prior to their paternity leave, Genome Canada will match the contribution.

I. Failure to Return to Work

Employees who have received paid maternal or parental leave and who leave Genome Canada prior to returning to work for one year will be required to repay the full amount of the leave allowance given by Genome Canada.

3. LEAVE WITHOUT PAY

A. Unpaid Maternity Leave

Where the employee has been employed by Genome Canada for less than 12 continuous months preceding the estimated date of delivery, the maternity leave will be without pay. Genome Canada will continue its payment of fringe benefits, including pension contributions, unless the employee gives Genome Canada a written notice that the employee does not intend to pay the employee's contribution. Sick leave and vacation leave do not accumulate during the unpaid maternity leave.

B. Unpaid Parental Leave

Where the employee has been employed by Genome Canada for less than 12 continuous months preceding the estimated date of delivery, the parental leave will be without pay. Genome Canada will continue its payment of fringe benefits, including pension contributions, unless the employee gives Genome Canada a written notice that the employee does not intend to pay the employee's contribution. Sick leave and vacation leave do not accumulate during the unpaid parental leave.

C. Other Types of Leave without Pay

Other types of leave without pay which will be considered by Genome Canada, on a case by case, include:

- secondment assignments
- compassionate care leave
- educational leave
- any other purpose not otherwise specified in this policy.

4. PROCEDURE FOR APPLYING FOR VACATION, LEAVE WITH PAY OR LEAVE WITHOUT PAY

Employees should complete the Application for Leave and Monthly Attendance Form for all leave requests and submit to their supervisor for approval. Supervisors are required to ensure that workload requirements are considered prior to giving approval.

Employees are required to complete the Application for Leave and Monthly Attendance Form to record all absences due to illness.

These forms are to be submitted to the Director of Operations.