

ABSENCE FROM WORK: NON-UNION

Absences

- **Cancelled Shift** = A scheduled shift cancelled prior to the start of your shift
 - Cancels will be reviewed by your manager semi-annually.
- **No Show** = No notice, no show for shift
 - More than (1) No show may be cause for dismissal.
- **Sick Absence** = Absence for illness or injury (only applicable after passing 90-day probation period)
 - 5 Paid Sick Days, 3 Unpaid Sick Days (as per the Employment Standards Act)
 - Resets per calendar year (January 1st – December 31st)
 - Sick Absences do not carry over from year to year if they are not used

Vacation/Leave of Absence Requests

- Employees should make every attempt to accommodate outside commitments through declaring their availability in the regular scheduling process.
- When that is not possible, a request for a leave of absence may be submitted.
- Submitting a vacation/leave of absence does not automatically give you the time requested off.
- Part time employees are entitled to vacation leave after 1 year of completed service.
- Part time employees must submit vacation/leave requests prior to the day availability is open. Requests received after this date **may not** be considered.
- In your vacation/leave request, please ensure to state the **start** and **end** date. We may request supporting documentation to substantiate the request.
- Approval of a vacation/leave of absence request is at the discretion of the Employer. Requests are reviewed based on operational needs, frequency of requests, length of employment, reason for leave, etc.
- Should a vacation/leave of absence request be approved, the employee must continue to complete their availability submission for the month for any remaining dates.
- Vacation leave requests between December 15th and January 7th must be submitted by September 30th of that year. Leaves will be approved based on operational requirements.
- If your leave of absence is over 30 days long, we may require proof of absence.

Medical Illness and Injury Leaves

- A Medical Leave is available if you have already exhausted your Paid/Unpaid Sick Absences and are requesting a leave of over 5 days.
- Your employer may request Reasonably Sufficient Proof of illness/injury.
- If you cannot work due to illness or injury, please contact staffservices@canucks.com as soon as possible. Failure to provide cancellation notice will result in a No Show.
- Proof of illness must be submitted to staffservices@canucks.com within (5) calendar days of a missed shift.
- If an employee attends work and due to an illness or injury is unable to perform their assigned duties, they may be instructed to go home. In this case, the employee will be paid for their full shift.
- If an employee attends work and due to an illness or injury is unable to perform their assigned duties, they may volunteer to go home. In this case, the employee will only be paid for their hours worked.

