

## **ABSENCE FROM WORK: UNION**

### **Article 14.0: Absence from work – Part-time Event Staff**

The following outlines the type and number of absences employees are entitled to per season (September 1<sup>st</sup> to August 31<sup>st</sup>), as per the Collective Agreement.

#### **14.1 Excused Shift**

If an employee calls in to notify the Employer that they will not be able to attend their scheduled shift at least one (1) week prior to the start of their shift, they will receive an Excused Shift.

An employee can have up to five (5) Excused Shifts in a twelve (12) month period starting each September 1<sup>st</sup>.

Employees who use an Excused Shift for any event that is subsequently cancelled/postponed will have their Excused Shift reinstated.

#### **14.2 Cancelled Shifts/Emergency Leave**

If an employee calls in at least four (4) hours prior to the commencement of their shift, they will receive a Cancelled Shift, unless the absence was accepted by the Employer as illness or injury.

An employee can for any reason, without the necessity of providing a reason or proving that an emergency exists, have up to five (5) Cancelled Shifts in a twelve (12) month period commencing September 1<sup>st</sup> of each year. Should the employee have a sixth (6<sup>th</sup>) cancelled shift, the employee shall be deemed to have been admin discharged for just cause.

Employees who use a Cancelled Shift for any event that is subsequently cancelled/postponed will have their cancelled shift reinstated.

#### **14.3 Unexcused Absence**

If an employee does not show up for their shift and fails to contact the Employer at least four (4) hours prior to the commencement of that shift, they will receive an Unexcused Absence.

An employee shall be deemed to have been admin discharged for just cause if the employee has more than two (2) Unexcused Absences in a twelve (12) month period, commencing September 1<sup>st</sup> of each year, unless for illness or injury.

If an employee can provide acceptable evidence to demonstrate that they were not able to give the required amount of advance notice that they would not be able to attend a shift, the Unexcused Absence will be re-classified to a Cancelled Shift (if available balance is left).

#### **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 (Article 20.2).



- Part time employees must submit vacation/leave requests prior to the day availability is opened. Requests received after this date **may not** be considered (Article 20.3).
- Minimum availability will be prorated for the remainder of a four-week scheduling period where an approved leave affects an employee's ability to meet the minimum availability requirement. For example, if an employee's minimum availability is six shifts for the month and an approved LOA leaves only three shifts remaining in the month, the employee will be responsible to sign up for their minimum availability based on the three shifts. The minimum availability will be displayed on the top of your availability submission page on ABI.
- 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. Failure to do so will result in the employee being assumed available for all remaining shifts in the month outside of the vacation/leave of absence period.
- Vacation leave requests between December 15<sup>th</sup> and January 7<sup>th</sup> must be submitted by September 30<sup>th</sup> 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

- 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 1<sup>st</sup> – December 31<sup>st</sup>)
  - Sick Absences do not carry over from year to year if they are not used.
- 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](mailto:staffservices@canucks.com) as soon as possible. Failure to provide cancellation notice or notices under four (4) hours of your start time will result in an Unexcused Absence (Article 14.3).
- Proof of illness must be submitted to [staffservices@canucks.com](mailto:staffservices@canucks.com) within (5) calendar days of a missed shift or the absence will be classified under Article 14.0.
- 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.

