

<b>SUBJECT:</b> Scheduling and Time Off Reporting	<b>POLICY NO:</b> INT-20	<b>LAST REVIEWED:</b> January 2022
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Human Resources Manager	<b>NEXT REVIEW:</b> February 2023

**SUMMARY**

**Policy Statement**

Effective scheduling of employees provides efficiency in the delivery of services and programming to students. Adhering to a daily schedule also helps employees manage their time more effectively, which supports individual performance and overall company productivity. Employee scheduling shall be done in such a way to comply with all applicable employment standards and legislation.

**Purpose of This Policy**

The purpose of this Policy is to:

- Outline BCITSA’s commitment to employee scheduling
- Outline the way in which employees can book off time so as not to negatively affect the operations of the BCITSA

**Application of This Policy**

This Policy applies to all full-time and part-time employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code* and the *BC Employment Standards Act*.

**Related Documents and Legislation**

Legislation

- *BC Employment Standards Act*
- *BC Worker’s Compensation Act*

BCITSA

- Policy INT-17 – Employee Discipline

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**Forms Associated With This Policy**

- Employee Time Sheet

**Amendment History**

- Created 2018-04-30
- Amended 2021-02-15
- Amended 2022-01-31

**DEFINITIONS**

**Accounting Department**

The Accounting Department is the department within the BCITSA whose main responsibility is to manage the cash operations and accounting of BCITSA.

**Time and Attendance System**

The Time and Attendance System is the system or systems utilized by BCITSA to record work hours of employees and provide adequate information for the purpose of processing payment. While the systems used may change from time to time due to operational need, the purpose of the Time and Attendance System will remain the same.

**DUTIES AND RESPONSIBILITIES**

**Human Resources Manager**

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

**Controller**

The Controller is responsible for ensuring Payroll is administered as per this Policy.

**POLICY**

**1. Payroll and Payday**

**1.1. Payday**

- a. Payday shall be every second Friday.

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- b.** All work hours, overtime, absences, sick days, vacation time, etc. recorded for the two-week period ending the Saturday prior to the payday shall be considered when processing payment.

**1.2. Pay Process**

- a.** Employees shall be paid through electronic direct deposit to a bank account of their choosing.
- b.** Each employee shall provide the Human Resources department with the information required to facilitate electronic direct deposit.
- c.** Upon payment, employees shall receive a pay stub from the Payroll Department through the Time and Attendance System for the pay period detailing the amount paid, as well as the required and voluntary deductions.
- d.** Employees are encouraged to review pay stubs immediately to ensure they are accurate.
- e.** Employees shall notify the Payroll Department of any banking or personal information changes to ensure punctual payment.

**1.3. Time Reporting**

- a.** Employees shall record their hours worked on the Time and Attendance System on a regular basis.
- b.** The Payroll Department shall collect the time reporting from all employees no later than Monday at 10:00 am of a payroll processing day. If there is a statutory holiday on the Monday, the following Tuesday at 10:00 am shall be a payroll processing day.
- c.** The Human Resources Department shall provide the following to all employees at the beginning of each calendar year:
  - i.** Date and time of all payroll submission deadlines;
  - ii.** Pay periods
  - iii.** Pay dates.

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- d. Time reports from the Time and Attendance System shall be approved by the respective manager prior to processing by the Payroll Department.
- e. If an employee fails to record their hours, or record their hours improperly, they shall discuss with their respective manager the most appropriate way to remedy the situation.

**1.4. Bank Holds**

- a. BCITSA shall not be held responsible for any holds that an individual's banking institution may place on the payment.

**2. Overtime**

**2.1. Overtime Approval**

- a. All overtime requests shall be pre-approved by the employee's respective manager.
- b. Pre-approval may be either in writing or verbal. Overtime may be banked or paid out, depending on the arrangement with management.

**2.2. Overtime Rates**

- a. Overtime shall be paid out at the following rates:
  - i. One and a half times the regular hourly rate for all time worked in excess of 40 hours per week (32 hours per week if a holiday falls during that week) in a given payroll week (Sunday through Saturday)
  - ii. Two times the regular hourly rate for all time worked in excess of 12 hours per day and 48 hours per week in a given payroll week.
- b. No sick time or authorized paid leave taken shall be included when tabulating the regular 40 hours.

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**2.3. Conference Attendance**

- a. When an employee attends a conference over a weekend or holiday, they shall be entitled to an equivalent paid day off, to be taken within three months of the conference.

**2.4. Banked Time**

- a. Employees who accrue banked time between December 1st and May 15th shall be required to use it by May 31st of the same calendar year.
- b. Employees who accrue banked time between May 16th and November 30th shall be required to use it by December 31st of the same calendar year.
- c. Banked time shall be used prior to vacation time and time off without pay.

**3. Breaks**

**3.1. Meal Breaks**

- a. The BC *Employment Standards Act* requires that all employees receive a 30-minute meal break after five hours of continuous work. This break shall be unpaid unless circumstances require a paid break, as detailed in the BC *Employment Standards Act*.

**3.2. Additional Breaks**

- a. Employees may take two 15-minute paid breaks during the course of an eight-hour workday. These breaks should be taken mid-morning and mid-afternoon but, may need to be scheduled at different times to accommodate operational need. For operational requirements,

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additional breaks may be combined to the meal break outlined in section 3.1.

- b.** Additional breaks are not a legal requirement and may be forfeited during busy times. Employees are not allowed to skip additional breaks in order to shorten the length of their workday.

**4. Absences and Sick Leave**

**4.1. Reporting of Absences**

- a.** Employees shall inform their respective manager of any absences, whether approved planned absences and/or unplanned absences.
  - i.** In the event that contacting the respective manager is not practicable, the employee shall notify the BCITSA Main Reception of their absence.
- b.** In the event of a planned absence, the employee shall provide their respective manager with as much advance notice as is practicable.
- c.** Employees shall record all absences on the appropriate section of the Time and Attendance System.
- d.** All absences shall be unpaid, except as stipulated in this Policy.

**4.2. Reporting of Absences when on Sick Leave**

- a.** Employees shall be required to inform their respective manager at the beginning of each working day that they shall be absent.
- b.** For absences intended to be greater than one week, employees are required to contact their respective manager on a weekly basis.
- c.** Sick leave longer than five working days shall be required to be accompanied with medical confirmation for the absence.
  - i.** Employees shall assume any and all costs associated with medical confirmation.
- d.** Failure to comply with attendance and reporting requirements may result in discipline, up to and including termination of employment, in accordance with Policy INT-17 – Employee Discipline.

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**5. Statutory Holidays**

**5.1. Paid Holidays recognized by BCITSA**

- a. The following shall be considered paid holidays:
  - i. New Year's Day;
  - ii. Family Day;
  - iii. Good Friday;
  - iv. Easter Monday;
  - v. Victoria Day;
  - vi. Canada Day;
  - vii. BC Day;
  - viii. Labour Day;
  - ix. Thanksgiving Day;
  - x. Remembrance Day;
  - xi. Christmas Day; and
  - xii. Boxing Day.

**5.2. Working on Paid Holidays**

- a. If an employee works on a paid holiday, they shall be entitled to choose between one of the following:
  - i. Work the holiday day and receive appropriate overtime and additional average days' pay as provided by law; or
  - ii. Take an alternate day off with full regular pay.

**5.3. Other Holidays**

- a. BCITSA agrees to make every reasonable effort to grant unpaid time off for employees to observe worship services or celebrate holidays consistent with an expressed faith.
- b. Employees requesting for time off for observance of religious holidays or worship services shall submit their request to their manager in writing at least one week in advance.

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**6. Other Instances of Time Off**

**6.1. Personal Time**

- a. Employees with a Salaried or Full-Time Hourly status from June to May shall be entitled to a maximum of 16 hours for personal time, with pay, per year.
- b. To qualify for Personal Time, an employee shall have completed their probationary period.
- c. Personal leave shall not be banked and shall not be added to any scheduled vacation time.
- d. Personal leave shall not be paid out at the end of the fiscal year and must be pre-approved by the respective manager before taking the time off.
- e. Personal leave shall be recorded as such on Avanti or if applicable on the employee weekly timesheet.

**6.2. Family Responsibility Leave**

- a. Any status employee can take up to five (5) days of unpaid leave in each employment year (from when the employee started) to help with the care, health, or education of a child under the age of 19 in their care.
- b. An employee can ask for this type of leave to care for the health of any other member of their immediate family.
- c. Family Responsibility Leave does not accumulate from year to year.

**6.3. Maternity and Parental Leave**

- a. Employees that are to become parents can take unpaid time off work when they have a baby or adopt a child. They must notify their Manager/Human Resources at least four (4) weeks before taking maternity or parental leave. Human Resources will then work with the employee to create a written letter confirming the leave.
- b. Pregnant employees can take up to seventeen (17) consecutive weeks



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of unpaid maternity leave.

- i. Before the birth:* The leave must begin on or before the date the baby is born but cannot start earlier than thirteen (13) weeks before the expected birth date.
    - ii. After the birth:* Leave continues for at least six (6) weeks after the birth. If the employee wishes to return to work sooner, a medical note will be required. If an employee is unable to return to work for reasons related to childbirth, the leave may be extended a further six (6) weeks (for a total of twelve (12) weeks).
    - iii.* If there is a termination of pregnancy, employees can take up to six (6) consecutive weeks of leave starting on the date pregnancy ends. A medical note may be requested. If the employee is unable to return to work for reasons related to the pregnancy ending, the leave can be extended for six (6) weeks (for a total of twelve (12) weeks).
  - c.* Employees can take up to sixty-two (62) weeks of unpaid parental leave. Both parents can take one full period of parental leave.
    - i.* A pregnant employee can take up to sixty-one (61) weeks of unpaid parental leave after their maternity leave. This means seventeen (17) weeks of unpaid maternity leave **PLUS** up to sixty-one (61) weeks of unpaid parental leave for a total of seventy-eight (78) weeks (about eighteen (18) months).
    - ii.* Parental leave must begin immediately after maternity leave ends unless the employee and the BCITSA agree on a different date.
  - d.* During maternity/parental leave, the BCITSA will continue to make payments to the employee's Health/Dental benefits plan dependent as per below:
    - i.* If an employee is within their first year of being on the benefits plan, and are paying for half their benefits, they must continue to do so until the one year has ended. Once the one year has ended, the BCITSA will pay for the full plan until the employee returns from their leave.
    - ii.* If an employee is no longer paying into the benefits plan and its

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fully funded by the BCITSA, the BCITSA will continue to pay for the full cost of benefits for the duration of the leave.

- iii.** The BCITSA will pay for the benefits as indicated in d.i. and d.ii. for the maximum leave length of seventy-eight (78) weeks as indicated in the Employment Standards Act. Should an employee request further time off past this period, employees will be responsible for paying their benefits in full.
- e.** During maternity/parental leave, employees will have to elect whether to continue with their pension deductions. Employees will be asked prior to commencing the leave.
  - i.** Should the employee choose to continue with payments, they will need to provide the Payroll Department with a Pre-Authorized Debit (PAD) form acknowledging the BCITSA will continue to deduct payments while they are on leave.
  - ii.** Should an employee decide to cease payments during their leave, they will need to notify the Payroll Department prior to their leave. Payments will begin again when the employee has returned to work.

**6.4. Bereavement Leave**

- a.** If an immediate family member of an employee passes away they shall be entitled to a leave of up to five paid days.
- b.** For the purpose of this Policy, an immediate family member shall be any of the following:
  - i.** Spouse;
  - ii.** Common-law partner;
  - iii.** Child;
  - iv.** Mother;
  - v.** Father;
  - vi.** Brother;
  - vii.** Sister;
  - viii.** Parent-in-law;
  - ix.** Daughter-in-law;
  - x.** Son-in-law;
  - xi.** Grandparent; or
  - xii.** Grandchild

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- c. If any other family member of an employee passes away, they shall be entitled to one day of paid leave, subject to the following:
  - i. The Executive Director may increase the length of paid leave at their discretion and based on the circumstances.
- d. The employee may be required to provide proof of the death to be receive bereavement payment.

**6.5. Leave of Absence without Pay**

- a. An employee may request a leave of absence without pay for personal reasons. Employee will submit the Leave of Absence request to their respective Director for pre-authorization.
- b. The Executive Director will provide final approval to all Leave of Absence requests. All requests for Leave of Absence without pay are considered in relation to the operational requirements and overall needs of BCITSA.
- c. Employees who receive paid benefits, taking a leave of absence without pay exceeding 20 business days (4 weeks), will have to **fully pay** for their plan while on leave.
- d. Employees who pay for 50% of their benefits, taking a leave of absence without pay exceeding 20 business days (4 weeks), will have to fully pay for their plan while on leave; their half and SA's half.

**6.6. Time Off to Vote**

- a. Employees eligible to vote in a municipal, provincial, or federal election shall be granted four consecutive hours off work without pay to vote.

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- b.** The four consecutive hours shall be calculated from the close of the voting stations on the day of the election. For example, if voting stations close at 8:00 pm, the employee may leave at 4:00 pm.
- c.** Other arrangements may be made at the discretion of the Executive Director and shall be announced before the day of the election.

**6.7. Jury Duty**

- a.** If an employee is called for jury duty, the employee and their respective manager shall meet to determine the best course of action.
- b.** When an employee receives notice to report for jury duty:
  - i.** The employee shall present the documentation to their respective manager, as well as the Human Resources Manager as quickly as possible.
  - ii.** The respective manager shall analyze the resource void created within the operations as a result of the unscheduled absence. If the operations are in a position to support the absence, jury duty leave shall be supported. If the business cannot support the absence at the time requested, the employee shall be asked to seek excusal.
- c.** In the event that an employee accepts a jury duty summons, BCITSA shall pay the employee the difference between their normal pay rate and the Crown-issued reimbursements for a maximum of ten working days.
- d.** During a leave, the employee shall continue to accrue annual vacation entitlement. The employee shall also be eligible for continuation of benefits in certain circumstances.
- e.** Upon completion of jury duty, the employee shall request a confirmation of the court appearance from the Court Clerk and provide this document to the Human Resources Manager upon returning to work to confirm pay adjustment.
- f.** When an employee returns from jury duty, they shall return to the same position they held prior to leaving.

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**7. Unscheduled Office Closures**

**7.1. Official Office Closures**

- a. BCITSA shall communicate official office closures or status changes via BCIT officials who shall inform CKNW of any and all school closures. Temporary official office closures shall not affect employee pay or vacation time.
- b. BCITSA reserves the right not to compensate employees beyond the first two working days of an official office closure.
- c. If an employee was scheduled to work from home during an official office closure, the employee will be required to perform their duties from home as scheduled.

**7.2. Unofficial Closure**

- a. In the event that the office has not been officially closed and an employee is not able to come to work due to harsh weather, fire, power failure or some other emergency, the employee shall make every effort possible to notify their respective manager.
- b. If an employee is late, leaves work early, or chooses not to work, the absence shall be recorded as one of the following:
  - i. Personal time;
  - ii. Sick leave;
  - iii. Vacation; or
  - iv. Unpaid time off.

**7.3. Strikes and Lockouts**

- a. In the event of a BCIT strike/lockout, employees shall be expected to come to work.
- b. If an employee prefers to not cross picket lines, they may request an unpaid leave of absence. Approval of such absence shall be based on operational needs.

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- i. The respective manager of the employee or the Executive Director shall consider the request and approval shall not be unreasonably withheld.

**PROCEDURE**

N/A