



## VACATION & PLANNED ABSENCES POLICY & PROCEDURE

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Approved by:	
	Pamela Mullin, CFO

### PURPOSE

The purpose of this policy and procedure is to ensure that vacation and planned absences (medical appointments, volunteer activities, etc.) are pre-approved and communicated to relevant personnel.

This procedure is intended to guarantee fairness (all employees are treated equally); encourage communication (relevant personnel are made aware of the request and its approval); and, result in proactive planning (awareness by staff of capacity restrictions and sharing / re-assigning workload in an efficient and timely manner).

### SCOPE

This policy is applicable to all KBD Transportation employees (drivers, garage & office staff, and managers) as well as Owner/Operators.

### PROCEDURE

#### TO BOOK VACATION or a PLANNED ABSENCE, all employees and Owner/Operators will:

- **FORM COMPLETION:** Complete the "EMPLOYEE REQUEST FOR BOOKED TIME OFF" form, located on the bulletin board at the east Driver's Dispatch entrance, indicating:
  - FIRST DAY OFF,
  - DATE RETURNING TO WORK,
  - DATE THAT THE FORM WAS COMPLETED, and
  - VACATION PAY AMOUNT REQUESTED.
- **FORM SUBMISSION:** Submit completed form to the Dispatch & Operations Manager in person or by e-mail [cindy@kbdtransportation.com](mailto:cindy@kbdtransportation.com). To be considered for approval, the form must be:
  - Submitted by the employee, not their spouse;
  - Received not less than 1 week prior if the absence is for one day or less (unless justifying circumstances);
  - Received not less than 2 weeks prior if the absence is for more than one day (unless justifying circumstances);
- **FORM APPROVAL:**
  - **MAXIMUM per DIVISION:** Requests are approved based on a first-come-first-serve basis according to the following limitations:
    - LONG-DISTANCE FLATBED Division – maximum of 2 absences per day (drivers or Owner/Operators);
    - LONG-DISTANCE VAN Division – maximum of 2 absences per day (drivers or Owner/Operators);
    - LOCAL FLATBED/VAN Division: maximum of 1 absence per day;
    - SHUNT Division: maximum of 1 absence per day;
    - DISPATCH: maximum of 1 absence per day;

- ADMINISTRATIVE: maximum of 1 absence per day; and
  - GARAGE: maximum of 1 absence per day.
- ENTITLEMENT: Employees entitlement to days off are based on the number of years in KBD's employ:
  - 0-4 years = 10 days;
  - 5-9 years = 15 days;
  - 10+ years = 20 days.
- REQUEST for ADDITIONAL DAYS: Employees who request absences (for reasons other than medical, etc.) and have exceed their allowable days (see above) will be considered for approval by the Dispatch & Operations Manager only if their request(s):
  - Do not negatively affect another employee who has also requested time off and has vacation days remaining;
  - Place an undue hardship on their division (high demand/low capacity); or
  - Place an undue hardship on the profitability of the firm (requests have become unreasonably excessive).

**TO COMMUNICATE a VACATION or PLANNED ABSENCE:**

- COMMUNICATION to REQUESTOR: The requestor will receive confirmation of approval/denial from the Dispatch & Operations Manager by e-mail within two calendar days;
- COMMUNICATION to STAFF: The Dispatch & Operations Manager will record the absence on the calendar at the Driver's entrance, available to all staff for viewing; and,
- COMMUNICATION to SUPERVISOR: The Dispatch & Operations Manager will communicate the absence to the employee's supervisor or in the case of a driver, their Dispatch Team Leader who will use the notice to effectively plan around the absence.

**TO REQUEST VACATION PAY for a VACATION or PLANNED ABSENCE:**

- QUALIFICATION: All employees, but not Owner/Operators, are entitled to vacation pay.
- ENTITLEMENT: Employee entitlements for paid vacation time are:
  - 0-4 years = 4% (10 days);
  - 5-9 years = 6% (15 days);
  - 10+ years = 8% (20 days); and,
- PROCEDURE: Requests for paid vacation should be submitted on the form, "EMPLOYEE REQUEST FOR BOOKED TIME OFF." Employees who did not make this request initially on the form can e-mail the Administration & Accounting Manager [marissa@kbdtransportation.com](mailto:marissa@kbdtransportation.com) by Tuesday afternoon at the latest to have the vacation pay applied to the current pay.

<b>REFERENCES</b>
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**Canada Labour Code, Part II**

- Division IV- Article 184- Annual Vacation With Pay
- Division IV- Article 185- Granting Vacation With Pay
- Division IV- Article 186- Vacation Pay
- Division IV- Article 187- General Holiday During Vacation