

POLICY No. 43
LAY EMPLOYEE SALARIES AND BENEFITS

1. Term definitions

Lay employee: any layperson employed in the Diocese of Sault Ste. Marie receiving a salary or an hourly wage for services rendered.

2. Intent of the directive

To assure that lay employees are justly served and protected concerning salaries, health care and benefits.

3. Policy

a. Hours of work

The regular work week for all salaried lay employees (full-time) shall be between **thirty-five (35)** and **forty (40) hours** per week, consisting of a minimum of **five (5) seven (7)** work hour days, Monday through Friday. The seven hours are to be completed in an **eight (8)** hour period after starting work with **one (1)** hour for unpaid lunch. Hourly or contractual workers shall refer to their job description and work agreement in order to determine hours of work (Appendix XII).

b. Vacation

The diocese grants annual vacations to all lay, regular full-time and part-time employees. All employees are asked to submit their vacation requests (by e-mail or by hard copy) to the employer and to include the departure date and the return date of the vacation period. Vacations may be taken at any time of the year. An employee may divide his/her vacation into daily sections on request.

Length of allowed vacation time is calculated based on years of service from January 1st:

Vacation time is prorated for part-time employees

- b1) Less than **one (1)** year: **one (1)** day for each month (to a maximum of 10 days)
- b2) **One (1)** year to **four (4)** years: **ten (10) days** (2 weeks)
- b3) **Five (5)** years to **nine (9)** years: **fifteen (15) days** (3 weeks)
- b4) **Ten (10)** years and more: **twenty (20)** days (4 weeks)

Vacation time during the Christmas season will be granted providing employees apply for this vacation time prior to December 1st in any year.

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Vacation pay on termination

An employee who terminates employment before completing one year of service, will receive **four (4)** per cent of total wages calculated from the first day worked.

The employee's vacation pay entitlement must be paid within one (1) week of termination of employment.

c. Statutory Holidays

The following eleven (11) statutory holidays will be granted to all employees at the full rate of pay:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Thanksgiving Day
Christmas Day	Boxing Day	

Employees who are required to work on any of the paid holidays shall be paid at the rate of **time and one-half (1½)** of their regular rate.

To qualify for paid holiday, an employee must work his/her full regularly scheduled hours immediately **preceding** and his/her regularly scheduled hours immediately **following** the holiday.

If any of the above named holidays occur on any employee's regular scheduled day off or during his or her vacation period, the employee will receive an additional day off. The additional day can be added to the vacation of the employee by mutual consent.

An employee does not qualify for a paid holiday if he or she:

- c1) is employed for less than **three (3)** months;
- c2) does not earn wages on **twelve (12)** days of the **four (4)** work weeks preceding holiday;
- c3) does not work his/her scheduled regular day of work preceding and following the holiday;
- c4) having agreed to work on a public holiday, does not report for work without reasonable cause;
- c5) is employed under an arrangement where he/she may elect to work or not when requested to do so.

d. Sick leave

Every employee shall be entitled to a **one-half (1/2)** sick day for each month worked for a total of **six (6)** days per year. These days are not cumulative.

Revision # : 2.01	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
-------------------	-----------------------------	-------------------------------

POLICY No. 43
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Absences from work for the following reasons are considered as “sick days”:

- an unscheduled absence due to unforeseen events;
- having to stay home to care for a sick child or sibling;
- a doctor’s appointment.

A certificate or note from a qualified medical practitioner must be remitted to the diocesan financial administrator following a period of **three (3) consecutive days** of absence caused by illness. The note should indicate the employee’s inability to attend to his/her duties. The note should **approve** the absence and **not justify** or **identify** the medical condition.

This information will be added to your employee file to keep records up-to-date.

e. Bereavement leave

The diocese shall grant the following days of paid bereavement leave:

- **five (5) working days** for the funeral of father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, legal guardian, grand-parent, grand-children, brother-in-law, sister-in-law, son-in-law, daughter-in-law;
- **one (1) working day** for mourning shall be granted when an employee is unable to attend, because of distance, the funeral of a member of his/her immediate family.

In the case of any member of a religious order who is an employee of the diocese, the bereavement policy of a five-day leave is to apply to all members of their order.

f. Maternity leave - Parental leave

The Federal Code provides **seventeen (17)** weeks of **maternity leave**. In addition, as of December 31, 2000, an employee who assumes actual care of a newborn or newly adopted child is entitled to **parental leave** of **thirty-five (35)** weeks. However, the total duration of the maternity and/or parental leave must not exceed **fifty-two (52)** weeks.

The **seventeen (17)** week **pregnancy leave** may be taken at any time during the period that begins **seventeen (17)** weeks before the expected date of delivery and ends **seventeen (17)** weeks after the actual delivery date.

Parental leave may be taken any time during the **fifty-two (52)** week period starting the day the child is born or the day the child comes into the employee’s care.

An employee must give the employer written notice at least **four (4)** weeks before beginning either pregnancy or parental leave. The notice must advise the employer of the expected dates of departure and of return.

Revision # : 2.01	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
-------------------	-----------------------------	-------------------------------

POLICY No. 43
LAY EMPLOYEE SALARIES AND BENEFITS

During the pregnancy and/or parental leave, the employee continues to participate in the group insurance program and the contributions must be pre-paid. Upon return, the employee retains his/her regular position or the equivalent and also retains all benefits.

g. Paid leave for court attendance

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest, the employee shall not lose regular pay because of this, provided that the employee:

h1) notifies the employer immediately of the employee's notification that he/she will be required to attend at court;

h2) presents proof of the writ requiring the employee's attendance.

h. Inclement weather days

Occasionally, severe weather such as significant snowfalls, prevents a sufficient number of employees from reporting for work. This can result in an employer having to close its operation or business either for the whole day or for part of the day. An employer is not obligated to pay employees who do not report for work because of adverse weather conditions. Under such circumstances, payment of wages is a discretionary matter for the employer.

We recommend that employees place a telephone call to the Diocesan Centre indicating the weather conditions in their area of residence. This message should be received within **two (2)** hours of your scheduled work time (i.e.: employees should leave a message by **10:30 a.m.** that they are unable to report for work due to weather conditions).

Delays and unforeseen events do happen to everyone, so please take every possible step to advise your employer as to why you are not present during your scheduled working hours. When you do arrive, confirm your presence with the administration office rather than having a colleague do it.

i. Lay employee health benefits plan

Enrollment to the Lay Employees Health Benefits Plan is mandatory for all part time employees (i.e.: one who works more than fifteen (15) but less than twenty-four (24) and full time employees, i.e.: those who work twenty-four (24) plus hours a week). Our Health Insurer requires that all parish employees be registered for the minimum coverage of insurance (Life Insurance, Long Term Disability and Accidental Death & Dismemberment). Medical and Dental coverage is optional. Payments are forwarded to the Office of the Diocesan Financial Administrator as per the quarterly invoices.

Revision # : 2.01	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
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POLICY No. 43
LAY EMPLOYEE SALARIES AND BENEFITS

j. Lay employee RRSP contribution

All full time employees who regularly work **twenty-four (24)** hours per week are entitled to a RRSP contribution or an equivalent cash payment from the parish. The payment will equal 3% of earnings to a maximum of \$1,000. (Appendix XIII)

Revision # : 2.01	Revision Date : MAY 1, 2021	Original Issue Date: OCT 2003
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