

BOUCHER INSTITUTE POLICY

Policy Title: Personal Days Policy

Date of Initial Board Approval: November 28, 2011

Date of Last Approved Revision:

Person(s) Responsible for Implementation & Adherence: Director of Human Resources

Related Procedures:

Full-time employees at the Boucher Institute of Naturopathic Medicine are entitled to take up to six days of paid leave each year as Personal Days. These days do not carry over from year to year, and are not paid out when an employee leaves employment with BINM if they have not been used. If they are not used during a calendar year, they disappear.

Three Personal Days for each full-time employee will be used during the period between Christmas Day and New Year's Day when the school is closed. Scheduling of the remaining three days will be subject to operational requirements, but will not be unreasonably refused.

Part-time employees who work a minimum of 20 hours per week throughout the year, and employees who are employed on an indeterminate basis for a portion of a full year will have their personal days calculated on a pro-rated basis based on their percentage of a full-time workload, and on the number of months worked. Credit will be given for a month worked for each month that the employee was present for more than half of the scheduled working days. Prorated days earned must be applied first to the period between Christmas Day and New Year's Day, and any remaining balance not needed to cover the scheduled work days during this period may be scheduled throughout the year at the employee's discretion subject to operational requirements. If an employee has not earned sufficient Personal Days to cover their scheduled hours of work between Christmas Day and New Year's Day, the remaining normally scheduled days of work during the school Christmas closure may be taken as leave without pay.

Personal days will be earned during probationary periods, but may not be taken (except between Christmas Day and New Year's Day) until after the probationary period has been concluded.