



**OSHAWA AERONAUTICAL, MILITARY, and  
INDUSTRIAL MUSEUM**



<b>TITLE</b> Vacation, Leave, Public Holidays		<b>USAGE</b> <b>INTERNAL USE</b>
<b>Document Number:</b> OAMIM-POL-022 (Policy)	<b>Revision:</b> R000	<b>ISSUE DATE:</b> 7 Dec 2022
<b>APPROVED BY:</b> Board of Directors		<b>PAGE:</b> 1 of 5

**1.0 POLICY**

The purpose of this policy is to outline the rules, expectations, and limitations around paid time off (Vacation, Leave, Public Holidays for employees at the Museum.

If any part of this Policy contravenes the by-laws and/or Employment Standards Act, and/or the Ontario Not-For Profit Corporation Act 2010(or any other government law or regulation); the Code/Acts (or other law or regulation) takes precedence over the By-Laws and the By-laws take precedence over this Policy,

In the event that a section of this Policy is considered struck down or otherwise null and void, that section is considered removed (to be resolved at the next annual review) but all other sections in this policy remain in force.

**2.0 PURPOSE**

This policy sets the Museum policy for salaried or hourly paid employees accessing paid or unpaid time off due to public holidays, vacation, or leave. This policy extends to all paid employees.

**3.0 DEFINITIONS**

Board	Board of Directors of the Museum
Employee	Any person who volunteers at or is employed by the Museum. This includes contractors or consultants.
Management	The group of Employees who by position have responsibilities to the board. This includes section heads, Executive Director, Operations Manager, and employees given responsibility/authority over specific tasks.
Museum	Oshawa Aeronautical, Military, and Industrial Museum



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## 4.0 ABBREVIATIONS

CAF	Canadian Armed Forces
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## 5.0 ROLES AND RESPONSIBILITIES

**Employees:** Abide by this policy.

**Operations/Executive Director:** Responsible for execution of this Policy

**Board:** Holds final accountability for the reputation of the Museum and the conduct of its employees. Directs management in interpretation and enforcement of this policy

## 6.0 REQUIREMENTS/BODY OF POLICY

### General

1. The Museum strives for “Work/life” balance for its employees. Vacation, Public Holidays, and Leave are a key component of this.
2. The Museum is a small organization with limited employees. The Museum will make every attempt to balance the employee’s needs and preferences with the operational realities of a public museum. This is especially important during the public events (Aquino, Tank Saturdays, critical public events) that may be scheduled during the summer “busy” season when employee attendance is crucial to running successful events.

### Public Holidays

1. The Museum recognizes the public holidays in accordance with the Ontario Employment Standards Act and grants employees time off work on these days for which the employee is paid holiday pay, subject to the conditions outlined below. The recognized holidays at time of this policy are:

- New Year's Day
- Family Day
- Good Friday



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- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

2. To be eligible for holiday pay, an employee must be on the active payroll and have worked at least one day prior to and one day after the scheduled holiday unless there is a reasonable case for missing the scheduled time.

3. If the public holiday falls on a day that would normally not be a working day, the Museum will offer a day in lieu to be taken within three months of the holiday. This day will be at the sole discretion of the Museum if agreement between the Museum and the Employee cannot be reached.

4. The company and an employee may agree that the employee will receive public holiday pay instead of a substitute day off.

### **Vacation**

1. Upon hire, all full time or part time employees are entitled to vacation days as per their contract or employment agreement with the Museum.

2. Vacation is expected to be taken in the year that it is accrued. "Carry over" vacation days may be taken only with approval of the Executive Director. Or in the case of the Executive Director, the OAMIM's President must approve.

3. In the event of termination of employment, earned but unused vacation days will be paid out to the employee. The number of earned vacation days will be calculated by pro-rating the annual entitlement against the number of days in the year worked.

4. Vacation days accrue normally if the employee is on sick leave, paid leave, or parental leave. Vacation days do not accrue during unpaid leave, long or short-term disability.



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5. Vacation days must be approved by the Executive Director (or in the case of the Executive Director, the OAMIM's Chairman of the Board must approve.) Vacation requests should be made as far in advance as possible.

6. The Museum is normally closed between Christmas Day and New Year's. If such is the case, the Museum will grant these days to the Employees as additional paid Vacation Days. These days are granted to the Employees in recognition of unpaid additional work undertaken by the Employees throughout the year. This is courtesy and is not a contracted or expected benefit to the Employees.

### **Leave**

1. Additional Leave may be granted to Employees on an individual and exceptional basis.
2. Leave with pay may be granted on an individual case-by-case basis. It may be full, partial, or limited. Leave with pay must be approved by the Board. This may include but is not limited to Sick Leave, Bereavement Leave, Jury Duty, Military Duties, or Special Leave.
3. Maternity Leave and Parental Leave will be granted in accordance with the Employment Standards Act.
4. Some situations may allow the employee to accept Leave without pay. In these situations, the employee is not paid by the Museum, but the Museum will make accommodations to reinstate the employee at the end of the Leave. Such Leaves must be approved by the Board and the Leave may be granted solely at the discretion of the Museum. Such Leave may include but is not limited to unpaid maternity/parental leave, compassionate leave, educational/experience leave, etc.

### **DISCIPLINARY ACTION**

N/A



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**7.0 RECORDS AND REFERENCES**

N/A

**8.0 REVISION SUMMARY**

Revision	Date	NOTES
R000	7 Dec 2022	New Policy
N/A	2 Dec 2023	Reviewed - No changes.