

## ABSENCE FROM WORK

### Article 14.0- Absence from Work – Part time Event Staff

The following outlines the type and number of absences employees are entitled to each season (September 1 to August 31) covered by the collective agreement.

#### 14.1 Excused Shift

If an employee calls in to notify the Employer that they will not be able to attend their scheduled shift, at least one (1) week prior to the start of their shift, they will receive an Excused Shift.

An employee can have up to five (5) Excused Shifts in a twelve (12) month period starting each September 1st.

#### 14.2 Cancelled Shifts / Emergency Leave

If an employee calls in at least four (4) hours prior to the commencement of their shift, they will receive a Cancelled Shift, unless the absence was accepted by the Employer as illness or injury.

An employee can for any reason, without the necessity of providing a reason or proving that an emergency exists, have up to five (5) Cancelled Shifts in a twelve (12) month period commencing September 1st of each year. Should the employee have a sixth (6th) Cancelled Shift, the employee shall be deemed to have been discharged for just cause.

Employees who use a Cancelled Shift for any event that is subsequently cancelled will have their Cancelled Shift reinstated.

#### 14.3 Unexcused Absence

If an employee does not show up for their shift and fails to contact the Employer at least four (4) hours prior to the commencement of that shift, they will receive an Unexcused Absence.

An employee shall be deemed to have been discharged for just cause if the employee has more than two (2) Unexcused Absences in a twelve (12) month period, commencing September first (1st) of each year, unless for illness or injury.

If an employee can provide acceptable evidence to demonstrate that they were not able to give the required amount of advance notice that they would not be able to attend their shift, the Unexcused Absence will be re-classified to a Cancelled Shift

### Vacation/Leave of Absence Requests

- Employees should make every attempt to accommodate outside commitments through declaring their availability in the regular scheduling process.
- When that is not possible, a request for a leave of absence may be submitted.



- Part-time employees are entitled to vacation leave after 1 year of completed service (Article 20.2)
- Part-time Employees must submit vacation/leave request prior to the day availability is opened. Requests received after this date **may not** be considered (Article 20.3).
- Approval of a vacation/leave of absence request is at the discretion of the Employer. Requests are reviewed based on operational needs, frequency of requests, length of employment, reason for leave, etc.
- Submitting a vacation/leave of absence request does not automatically give you the time requested off. Employees will receive confirmation of receipt within seventy-two (72) hours.
- Minimum availability will be prorated for the remainder of a four-week scheduling period where an approved leave affects an employee's ability to meet the minimum availability requirement. For example, if an employee's minimum availability is six shifts for the month and an approved LOA leaves only three shifts remaining in the month, the employee will be responsible to sign up for their minimum availability based on the three shifts. The minimum availability will be displayed on the top of your availability submission page.
- Should a vacation/leave of absence request be approved, the employee must continue to complete their availability submission for the prorated period. Failure to do so will result in the employee being assumed available for all remaining shifts in the month outside of the vacation/leave of absence period.
- Vacation leave requests between December 15 and January 7 must be submitted by September 30 of that year. Leaves will be approved based on classification seniority and operational requirements.

### Illness & Injury Leave

- In accordance with the [Employment Standards Act](#), employees can take up to 5 days of paid sick leave per calendar year for any personal illness or injury. You must have worked with your employer for at least 90 days to be eligible for the paid sick days.
- Illness or injury leave does not carry over from year to year if it is not used.
- Your employer may request for [Reasonably Sufficient Proof of Illness/Injury](#).
- If you cannot work due to illness or injury, please contact [staffservices@canucks.com](mailto:staffservices@canucks.com) as soon as possible. Failure to provide cancellation notice or notices under 4 hours will result in an unexcused absence (Article 14.3) unless sick leave is employee-initiated.
- As per the collective agreement, an Employee may receive an approved medical leave for any absence due to illness or injury that is greater than two (2) shifts in duration. For such leave, the Employee shall be required to present an acceptable medical certificate.
- If an employee attends work and due to an illness or injury is unable to perform their assigned duties, they may be instructed to go home. In this case, the employee will be paid for time worked only.

