

## ABSENCE FROM WORK: NON- UNION

### Absences

- **Cancelled Shift** = A scheduled shift cancelled prior to the start of your shift
  - Cancels will be reviewed by your manager semi-annually
- **No Show** = No notice, no show for shift
  - More than one (1) No Show, may be cause for dismissal
- **Absence for Illness or Injury**
  - Sick absences as allotted by Employment Standards Act

### 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
- Part-time Employees must submit vacation/leave request prior to the day availability is opened. Requests received after this date **may not** be considered
- 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.
- Should a vacation/leave of absence request be approved, the employee must continue to complete their availability submission for the month for any remaining dates
- Vacation leave requests between December 15 and January 7 must be submitted by September 30 of that year. Leaves will be approved based on 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, unless sick leave is employee-initiated.
- 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.

