



Building Healthy Minds and Bodies since 1977

#### 4.20 (a) EMPLOYEE HEALTH AND WELLNESS POLICY

##### **PURPOSE**

Okanagan Gymnastics Centre (OGC) is committed to responding to employees' needs when they are faced with sickness or injury by promoting the health, wellness and safety of all employees.

Health and wellness credits are granted in accordance with procedures outlined below. This exceeds the requirements of the BC Employment Standards Act by providing paid Health and Wellness credits for regular employees.

##### **POLICY**

OGC provides regular full time employees a maximum of 6 working days of paid Health and Wellness credits per year.

Employees working a regular weekly scheduled shift for the session will be eligible to accumulate Health and Wellness credits. Any additional hours that the employee works, ie. Subbing, are also eligible. This will be calculated by multiplying 2% of the gross earnings and will be shown on the pay statement.

##### **PROCEDURE**

Employees who are unable to report to work at the scheduled time must advise their direct supervisor first. Failing that, an employee on shift (leaving a voicemail message is not acceptable) **as soon as possible**, and, whenever possible, no less than 4 hours in advance of the commencement of their shift.

The assumption will be that the employee is calling in for one shift and will attend work for next scheduled shift if no further notification is made.

Health and wellness credits:

- May be used in the case of illness or injury of the employee, the employee's children or aging parents.
- Do not accrue during long-term disability, parental leave, or any leave without pay.
- Will accrue for two years and then become a sliding year dropping the accumulation for the first year, and accruing into the 3<sup>rd</sup> year.

- Year one – accumulation for the year
- Year two – any outstanding credits from year one is carried over into year two
- Year three – any unused credits from year one are removed, year two credits are carried forward, year three you accumulate
- Are not paid out upon termination of employment or any other reason.

An employee receiving EI Sickness Benefits is considered on approved unpaid leave.

An employee receiving compensation under the Workers' Compensation Act is not eligible for paid health and wellness days, except for the first day if it is not covered by WorkSafe BC.

If the employee is eligible for OGC benefits, please see the Staff handbook for information about premiums during a leave.

Details:

- Health and Wellness credits for hourly employees may be paid out by making a note on the timesheet for the hours that would have been worked. Full time employees must notify the Director of Operations and a note will be made in the employees personnel file.
- Employees may be asked to provide a doctor's note to support the use of paid Health and Wellness credit *as proof of eligibility for Health and Wellness credits*. This will be required after three (3) consecutive days of leave.
- Employees who have used all of their Health and Wellness credits, or are not eligible for a Health and Wellness credit, may apply to Service Canada for Employment Insurance (EI) Sickness Benefits, which offers temporary financial assistance to employees who are unable to work because of sickness or injury. More information can be found at [www.canada.ca/en/services/benefits/ei/ei-sickness.html](http://www.canada.ca/en/services/benefits/ei/ei-sickness.html)
- An employee will only be able to return to work when able to perform the full scope of normal duties as outlined in the job description, unless other arrangements have been approved by the Director of Operations (i.e. WorkSafe graduated return to work). OGC may require an Attending Physicians Certificate of Fitness to Return to Work form to assess the physical and emotional status of the employee in terms of his/her ability to return to work.

## **EXPIRY OF HEALTH AND WELLNESS CREDITS**

Upon expiration of paid Health and Wellness credits, an employee may apply for an unpaid leave of absence provided the employee notifies OGC in writing of the need for such leave prior to the expiry of the paid Health and Wellness credits. Please see Employee Leave Policy.

APPROVED BY OGC BOARD OF DIRECTORS JANUARY 24, 2018