1. STATUTORY HOLIDAYS

| March | 1 | IWD (floating) |
| :--- | :--- | :--- |
| April | 2 | Easter |
| May | 1 | Victoria Day |
| July | 1 | Canada Day |
| August | 1 | B.C. Day |
| September | 1 | Labour Day |
| October | 1 | Thanksgiving |
| November | 1 | Remembrance Day |
| December/January | 5 | Christmas/New Year |
| Birthday | 1 | (floating) |

IWD can be taken whenever a woman wants to as we only close the office on the closest Saturday.

Good Friday can be taken as a floating stat holiday if Friday is not usually a working day.

Jewish High Holy Days and other religious holidays can be taken off but the time has to be made up.

## 2. VACATION

We can each take 4 paid weeks vacation for every year we work. This applies equally to part and full time i.e. time off with pay is 4 weeks and pay is for usual number of hours worked. The 4 weeks can be taken within the first year of work if the commitment is to work for a year, but must be after six months have been worked (negotiable under special circumstances). If a woman has taken her 4 weeks vacation and then is going to leave before she has worked one year, she will owe the Health Collective time (depending on how many weeks she did work).

Workers on grants or contracts of less than one year can take 1 week's holiday for every 13 weeks worked.

Vacation must be taken as time off. There will be no vacation pay when someone who has not taken the time off due her leaves.

Holiday time cannot be accumulated from year to year.
Unpaid time off can be negotiated.
Holiday time should always be negotiated so that not too many women are away at the same time.

## 3. SICK TIME

We can each take $l$ personal work day per month for sick time. This time can be accumulated from year to year. Sick time can be taken as half days.
4. SICK TIME FOR CHILDREN

Women with children can take 1 personal work day per month to care for sick children. This time can be accumulated within one year but cannot be added to adult sick time.
5. HEALTH PRACTITIONER TIME

For those working 18 hours or more: a maximum of 30 hours per year health practitioner time when appointments and travel time fall within usual work hours.

For those working less than 18 hours per week: a maximum of 15 hours per year.
6. HEALTH PRACTITIONER TIME FOR CHILDREN

To be included in adult time.

## 7. CHILD CARE

Women with children in daycare can take up to 2 personal work days per year per child to orient children to new settings. In special circumstances more time can be negotiated.

Women with school age children can count the time for 2 parent/teacher conferences if they fall within usual working hours.
8. MOVING TIME

We can take $l$ personal work day per year to move (non-accumulative).
9. COMPASSIONATE LEAVE

We can take 1 week with pay per family member. More time can be negotiated as vacation time, accumulated sick time or unpaid time off.

## i0. MATERNITY LEAVE

The Health Collective will top up a woman's UI to usual salary level (UI gives 15 weeks) and give 37 weeks unpaid maternity leave after the 15 week UI top up period. This applies only if she is committed to returning to her job. If she chooses not to return after her leave, she will owe the Health Collective the amount of top up paid.

This policy does not apply to women on short term grants and contracts.
11. TRANSPORTATION

When workers use their vehicles for Health Collective business they are entitled to claim $50 ¢$ per km . If workers use the bus or taxis for Health Collective business, they will be reimbursed.
12. TRAVEL TIME

Travel time to and from work is not counted as work hours but travel time to and from workshops and meetings during work hours or in the evening should be counted.

