

4.13 RESIDENTIAL VACATION/HOLIDAY POLICY

Overview:

The Burnaby Association supports the practice of individuals we serve going on holidays or vacations (staff supervised camping/community outings). This includes a range of activities such as camping, negotiated trips, visits to family and friends or more formal vacations. The residential contracts provided with government do not usually include funds for vacations or extended travel. Consequently, the funds available for vacation planning for each residential program are generally restricted to the equivalent of on-going staffing and operational costs for each residential program.

General:

Activities or planned vacations are to be centered on the individual's interests and expectations. The decision to go on a vacation/camping trip is the individual's choice. There should be an indication that this is his or her desire and staff must be able to show how the individual and their family has been involved in the process and that options were given. Individuals are expected to contribute towards the costs, according to their ability to do so, in a manner consistent with BACI's Client Funds Policy.

High risk activities (such as canoeing, mountain climbing, etc.) are to be avoided or discouraged. Families and CLBC staff need to be consulted, as appropriate, for each individual, and written consents sought and obtained if the individual has a court-approved committee for the person.

Procedures:

PRIOR APPROVAL IS REQUIRED FROM THE DEPARTMENT MANAGER FOR ALL TRIPS.

A written proposal is to be submitted outlining the details of the activity. The proposal will include:

1. Description of the proposed activity and location.
2. Date of trip.
3. Individuals and staff who will be going.
4. Food costs.
5. Travel plans and costs.
6. Lodging costs.
7. Staff compensation.
8. Work schedule.
9. Emergency plan. (I.e., location of Emergency Services in the area)
10. Individual's costs or contributions, if any.
11. Plan for individuals and or staff who are not going.
12. Signature of all affected staff, agreeing to the conditions of the proposal.

Decisions will be based upon the merits of the proposal, the benefits to the individual, approval of the family, and costs.

Staff Participation:

Staff cannot be compelled to go on field/camping trips that exceed their regular conditions and hours of work. When planned events or trips require staff participation beyond normal workdays, and staff choose not to participate in the event, alternatives will be offered so that staff do not suffer a loss in pay. Staff also have the option to take a vacation, a leave, or be given temporary reassignment to another similar position for the duration of the event. In exceptional circumstances such as an extended resident vacation, employees may be subject to the lay off and recall provisions of the Collective Agreement.

Staff Expenses/Compensation:

The Association (as the employer) is responsible for the costs (all pre-approved) incurred by employees participating in approved field trips/vacations (other than day trips). Staff will be compensated at the regular straight time rate, for not more than eight hours for each twenty-four hour period.

Overtime will not be approved unless there is an unforeseen circumstance or emergency. Any additional compensation has to be approved and will be offered as compensatory time off.

Vacation proposals submitted that require overtime compensation will not normally be approved. However, whenever an exception is made, the additional staff costs or overtime must be approved **in advance** by the responsible program manager.

If staff are requested by management to use their own vehicle, they will be compensated at the approved mileage rate as per in the Collective Agreement.