



Document Number	MAB-POL-22-004	Document Name:	MAB Vacation Policy
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Purpose:

The MAB BOD outlines these provisions for employees to set out the principles and rules governing vacation leave, leave with pay, and leave without pay for MAB employees. Who become sick and need to be absent from work. The following guidelines specifies how vacation will be accrued and how it may be used.

Scope:

This vacation policy applies to MAB employees who have been with MAB for at least three months or more.

Policy details.

• **Policy Elements:**

The MAB understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time. The MAB encourages to use the annual vacation time annually by the employees. MAB strongly discourages to carry over the vacation time.

• **Procedure**

When employees want to use their vacation time, they should notify using the dedicated WhatsApp group or by email to info@brantfordmosque.ca at least one week in advance for up to a week vacation time. For more than a week time off three weeks written notice is required. and for how many days they intended to take the paid leave.

• **Entitlement:**

The following principals are the guidelines for vacation entitlement.

- Employees (including probationary employees) with less than one (1) year of service will be granted paid vacation at the rate of 0.83 days for each complete month of service.
- Employees with one (1) to six (6) years of service will be granted two (2) weeks paid vacation every Calendar year.
- Employees with seven (7) to Fifteen (15) years of service will be granted three (3) weeks paid vacation every Calendar year.
- Employees with more than Fifteen (15) years of service will be granted Four (4) weeks paid vacation every Calendar year.

Family Leave

Family leave with pay is granted for up to a maximum of 2 days in a fiscal year under the following circumstances:

- to take a member of the employee's immediate family, parents or any relative residing in the employee's household) for medical or dental appointments
- to provide for immediate and temporary care of a sick member of the employee's immediate family.

Bereavement Leave

MAB recognizes that its employees require time to attend the funeral of a member of their immediate family or any relative residing in the employee's household. Bereavement leave with pay is granted one (1) day when a member of the employee's immediate family dies.

Special Leave

Special leave with pay is granted to an employee for the following circumstances:

- o participation in jury duty.
- o subject to Masjid operational requirements and advance notice, other circumstances as agreed to by the MAB BOD.

- **Additional Paid/Unpaid Leave:**

Other paid leaves as per the [Ontario vacation guidelines](#) will be dealt upon written request as per the standard guidelines.

- **Unused Annual Vacation:**

Although MAB strongly discourages to carry over the vacation time but with the written approval only one year of the vacation leave can be accumulated. The unused vacation pay will be paid at the end of the year.

Revision History:

Document Approval Date: February 16th, 2022

Revision: 1