



COASTLAND WOOD INDUSTRIES LTD.

NANAIMO DIVISION EMPLOYEE POLICY MANUAL



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INTRODUCTION

All information contained in this manual has been agreed upon through discussions with the Employee Representatives of the Unified Committee and Management. Policy contents are subject to change as agreed to between the Unified Committee and Coastland's Management representatives. The provisions set out in this manual will apply to the employees at the Nanaimo locations.

EMPLOYEE HIRING PROCEDURES

ORIENTATION

Applicants selected for employment at the Nanaimo Division, will receive a new worker orientation which will include information and instruction on his/her position and job duties, and general mill safety and job specific safety requirements/expectations. In addition, each new employee will sign an employment contract and related documentation, including Human Resource Policies, and Payroll Forms.

The employee will also be provided with the following:

- a) Necessary safety equipment;
- b) A copy of the benefits plan;

During the orientation, management will provide each new worker information on Coastland's benefit plan, payroll system and provide training on the use of the biometrics clock in/out process.

SENIORITY

Coastland is committed to the principles of seniority, competency and performance consideration. The principle of seniority shall encompass the concepts of Job vs. Company seniority for promotion, and Department vs. Job vs. Company seniority for workforce reduction. At Coastland, as explained in the employment classification section, there are two company seniority lists for regular employees, part time employees and one for full-time employees.



TRANSFERS TO A SALARIED MANAGEMENT POSITION

Any employee going from a plant position to a salaried management position will have a six month evaluation period. During the evaluation period the employee may return to their previously held position either voluntarily or at the request of the Company (Management). If an employee requests to return to a plant position after the six month evaluation period has expired or Management requests they return, the employee will be required to accept an entry level position. In either case, the situation will be discussed at a meeting of the Unified Committee and that Committee may allow an alternate treatment based on the merits of each case. An employee will only be allowed to return to his/her previously held position after the expiry of the six month probationary period if lay off or a reduction of work forces were involved (elimination of present position), or through a subsequent job posting. An employee occupying a management position on a temporary basis (relieving for holidays, extra temporary shift, etc.) will not have his production seniority effected in any way. Any employee transferred between management and plant positions will not have their company seniority affected in any way.

Job seniority recognizes the date an employee receives a training bid through the Coastland training procedure, or if no training is required, through the job posting procedure. Once qualified, the name of the employee will be recorded on a Job Seniority List as a qualified trainee. This ranking will be used in the determination of job postings resulting from vacancies that may arise. Job Seniority will also be used in the event a workforce reduction is necessary, subject to the overriding provision that prior to an actual lay-off, an employee has the right to exercise his Company Seniority to claim a job they are deemed by management to be competent to performing, or an entry level job. The concept of Job Seniority shall override Company Seniority for promotion or realignment of the workforce. Company Seniority shall override Job Seniority during a reduction or recall of the workforce.



APPRENTICESHIP SELECTION PROCEDURE

PREAMBLE

The purpose of this procedure is to provide employees with the opportunity to receive occupational and vocational training through a recognized apprenticeship program. The application of the Apprenticeship Selection Procedure contained herein will give the parties reasonable assurances that the apprentice selected will have the best possible opportunity to successfully complete the apprenticeship program and upon completion of the apprenticeship, become a proficient and valued tradesperson.

JOB POSTING PROCEDURE

Apprenticeship positions will be posted in accordance to the Company's job posting procedures. Prerequisites for application include:

- Minimum 2 years Full Time employment with Coastland Wood Industries
- Grade 12 graduation or equivalent
- Completion of Approved Apprenticeship Foundation Program
- Must be able to meet the physical demands of the trade. The successful candidate, based on the selection criteria, will be awarded the apprenticeship pending a successful completion of a medical exam. The Post Offer medical exam must be conducted by a qualified medical practitioner.
- Must have an exemplary attendance and safety record at Coastland.
- Must possess a positive attitude and demonstrate strong troubleshooting skills.

Interested employees must submit to the Human Resources Manager their resume and a cover letter explaining the reasons for obtaining the apprenticeship and why they would be best suited for that position. All relative certifications and proof of Grade 12 should also be accompanied with the resume.

APPRENTICESHIP SELECTION EXAM

Each apprenticeship candidate will be required to write a series of aptitude exams. To advance in the apprenticeship selection process candidates are required to meet or exceed a minimum of 70% score on each exam for the mechanical trades and 80% for the Industrial Electrician trade.

INTERVIEW PROCESS

Up to ten (10) senior candidates who have satisfied the exam criteria will participate in an interview with the Apprentice Selection Committee. If there are no successful candidates from this group, the process will be repeated for the next ten (10) senior candidates that have satisfied the exam criteria.



APPRENTICE SELECTION

Based on the selection criteria (exams, interview, safety performance and attendance) the candidate with the highest overall score will be awarded the posted apprenticeship pending the successful completion of a trade specific medical exam. The medical exam must be completed by a qualified medical practitioner and is paid for by the candidate.

Should the leading candidate fail to successfully complete the medical exam, the apprenticeship is withdrawn and candidate with the second highest overall score is awarded the apprenticeship on the same basis.

Should no candidate satisfy the selection criteria, the Company reserves the right to advertise the Apprenticeship outside the Mill.

OTHER PROVISIONS

- a) The successful apprenticeship candidate will be assigned as a Helper for a 180 calendar day probationary period.
 - a. The successful candidate must obtain their 5th Class Power Engineer Certification within the first year of the Apprenticeship. Should this certification not be achieved within the first year, the Candidate will be removed from the Apprenticeship Program and placed into an Entry Level position within the Mill.
- b) In the event the successful candidate voluntarily decides to go back to his/her previously held position, or is removed from the Helpers position within the 180 calendar days probationary period, the candidate with the second highest overall score will be offered the apprenticeship.
- c) It is agreed that where an applicant has failed to pass the Selection Exam, he/she will be eligible to apply and retest one (1) additional time on a future apprenticeship posting.
- d) An applicant who fails the Selection Exam twice may be retested for a future apprenticeship posting if they complete relevant upgrading.
- e) Test results will be kept on file for three (3) years. Anyone applying for an Apprenticeship Posting within that 3 year period may have their results applied for the purposes of that posting.

POST OFFER MEDICAL ASSESSMENT

The purpose of the medical assessment is to ensure that the successful candidate have no pre-existing medical condition that would prevent him/her from completing the physical demands of the trade they have been awarded.



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The medical evaluation must confirm that in the professional opinion of a qualified medical professional the applicants' general health is such that he/she can safely perform the physical demands of the trade apprenticeship they have been awarded.

COASTLAND NANAIMO DEPARTMENTS

Coastland Nanaimo recognizes 5 distinct departments:

- (a) Production Department
- (b) Clean Up
- (c) Log Yard Department
- (d) Maintenance Department
- (e) Shipping Department

PRODUCTION DEPARTMENT

The Production Department encompasses three (3) Employment Categories:

1. Probationary Employees
2. Spare Board Employees
3. Full Time Employees

Each category is then broken down into Production Employees, Clean-Up Employees and Shipping Employees. All new employees will be classified as Probationary Employees and advance to the Spare Board Employee classification once they have successfully completed the probationary period.

PRODUCTION EMPLOYEES

a) Probationary Employee

All persons hired by Coastland will be classified as probationary employees until they have worked the equivalent of 180 - 8 hour shifts (total of 1,440 regular hours).

A probationary employee is paid at the base rate plus any specific premiums earned during the probationary period. With the exception of Unemployment Insurance, Canada Pension, Workers' Compensation and Vacation Pay (earned at 5% and paid bi-weekly with regular pay), no other benefits are provided. A probationary employee does not accumulate seniority, and if they do not work at least one shift (minimum 8 hours) within a 3 month period they are removed from the call list.



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During the probationary period management will evaluate the new employee on a weekly basis to ensure they can perform the duties of the entry level position and they meet the Coastland standard for acceptable attitude and overall performance. Once the probation period is complete, the employee is reclassified as a Spare Board employee (see employee classification).

b) Spare Board Employees

Upon successful completion of the probationary period all employees hired at Coastland Wood Industries, excluding Tradespersons, will start as Spare Board Employees.

Please refer to Spare Board Program (In Progress)

c) Full-Time

All employees who have been assigned to a permanent crew will be considered full-time employees. Spare Board employees filling in for full-time employees on a temporary basis are not considered full-time employees. Seniority for full-time employees is determined based on the employees start date. The rate of pay for full-time employees is the job rate they are performing. Full-time employees are entitled to bid on posted jobs and training positions and are entitled to all employment benefits described in the Coastland Policy Manual.

CLEAN-UP DEPARTMENT

Clean-Up is considered a separate department. Persons hired for clean-up will appear on a separate seniority list classed as Clean-Up Employees.

In order for a Clean Up employee to move into a Production position within the Mill, they are required to apply through the Coastland application process and when there is a hiring opportunity onto the Spare Board, they will be considered at that time. There will be no bidding in or out of the Clean-Up Department. The Company may allow a former Clean-Up Employee to return to the Clean-Up Department if they were unsuccessful in completing the probation period on the Green Chain.

Clean-up employees who successfully complete an initial probation period of 70 hours will be considered a Part-Time Clean-Up Employee.

Clean-up employees who are deemed and established as Full-Time Clean-Up (2,080 hours per year) will be eligible for the full benefit package available to other full-time employees, as defined under the BENEFITS section.

Full Time Clean-Up Employees will follow a designated Operating Shift and will report to the Production Shift Analyst when on nightshift and/or in the absence of the Clean Up Supervisor.



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The Full Time Clean-Up Employees will not be assigned production functions.

"Clean-up Employees" will be subject to the same rules as other Coastland employees relating to safety, work performance, direction accountability and communications.

In the case of a reduction of work force and lay-offs, regular employees may apply for available clean-up work under the above conditions, but will not be able to bump current Full Time Clean-Up Employees. If work was made available under this section, it would in no way effect the regular Coastland employee's rights as described elsewhere in this manual.

VENEER MILL SHIPPING EMPLOYEES

Shipping employees will be Full Time Employees, separate from the Production Crews.

DUKE POINT DIVISION

Duke Point Reload is a satellite site of the Veneer Manufacturing Facility in Nanaimo. Seniority is not portable between the two sites.

SUMMER STUDENT PROGRAM

The hiring of summer student is designed to assist with Holiday coverage and facilitate the employee training during the summer months. Students selected for employment will be added to the bottom of the Spare Board seniority list. During the term of their employment contract, students will work primarily on dayshift and their assigned duties will vary between Production, Clean Up, and special projects on an as needed basis.

Eligibility

To be eligible for Summer Students employment opportunities; applicants must meet the following prerequisites to be considered for the selection process:

Production Students:

- Applicants must have a letter of intent from a recognized post secondary institution that they are enrolled as a fulltime student starting in September of the year eligible.
 - Applicants must be physically able to meet the demands of this position, including the ability to lift up to 25 lbs on an ongoing basis.
- Applicants must be willing to sign a work term contract and be available to work from May 1st to the 3rd week of August.

Wages

Students selected for employment will work in entry level positions and will be compensated in keeping with graduated pay scale based on knowledge and qualifications.

- Refer to Employee Handbook for starting pay rates.



ALLOCATION OF OVERTIME HOURS

The purpose of the overtime policy is to clearly define how overtime is to be distributed.

Overtime occurs in two instances;

1. short notice unplanned shift coverage requirements, or
2. planned extra shifts.

Each type of overtime is treated separately as part of the Overtime Policy.

1. Unplanned/Exigent Overtime

Overtime will be first offered to the employee on shift (extension of shift) at the time the need is determined. If the overtime is not accepted, then the next senior qualified employee on the shift will be offered the overtime, and so on. If the overtime is not accepted by any qualified employees on the current shift, then off duty qualified employees are called in order of seniority. If no qualified employees accept the overtime, then management may seek qualified individuals from outside the regular workforce.

2. Planned Overtime/Extra Shift

The objective of management is to minimize overtime by maximizing the straight time hours (40hrs/wk) worked by Full-Time, Casual, and Probationary employees.

Regular Full-Time employees would normally work their regular shifts with casual employees and/or laid-off employees filling in where necessary. Taking into account seniority and company qualifications, adjustments of regular shifts may be arranged between individual employees and the Company so as to ensure that qualified employees are available for key positions, on regular and overtime shifts. This may result in employees being paid at the regular rate, time-and-a-half, or double-time, depending on the specific circumstances. The Company will seek to minimize premium time by using manpower available at straight time.

The Company will post an "Overtime Signup Sheet", in which qualified employee's will indicate their desire to work extra shifts and their availability, by shift, for the upcoming week. The Overtime Signup Sheet will be posted a week in advance on Friday afternoon and taken down on the following Friday at noon prior to the week that the employees are signing up for.

All extra shifts required by the Company between Sunday and Saturday of the following week will be filled from the names on the signup sheet. Where more than one employee has signed up for a particular shift, qualified employees will be ranked according to the date of the last overtime shift they worked.



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Employees who worked most recently will be ranked below those who last worked at an earlier date. Higher ranked employees will be offered the extra shift first. If the called employee isn't available then the next person on the list will be called until the shift has been assigned.

Bid Positions

- (a) Overtime shall be awarded to the Senior Qualified operator on the basis of Job Seniority.
- (b) If there are insufficient operators who wish to work, then trainee operators who are trained, sufficiently qualified, and acceptable to management, may bid for overtime.
- (c) If there are insufficient operators or trainees, then past operators who are acceptable to management, may bid for overtime.
- (d) Personnel do not have the right to book off during the week prior or week following an overtime shift worked without making prior arrangements with management. Absences from work before or after an "overtime" shift may affect eligibility to receive overtime pay.

Non-Bid Positions (e.g. Green Chain)

- (a) Prior to assigning an overtime shift, laid off employees will be called in at straight time.
- (b) Incumbent Green Chain Off-Bearers are the first group eligible for overtime. Off Bearers are called on the basis of Company Seniority provided no unsafe working conditions are created (e.g. back-to-back shifting).
- (c) Assistant Analysts are eligible to bid Green Chain overtime after incumbents Green Chain Off Bearers have been called. Assistant Analysts are called based on Company Seniority.
- (d) Past Green Chain Veneer Off-Bearers are the next group eligible for overtime called. Past Green Chain Veneer Off Bearers are called based on Company Seniority.



TRAINING PROCEDURE

The following will be the guidelines for the bidding and posting of trainee positions and the subsequent training of the successful candidates:

1. Eligibility
 - a) To be eligible to bid for a training position an employee must be classified as a Full Time Employee.
 - b) To be eligible for a training position within the Veneer mill or Log Deck, an employee must have previously been qualified in the Green Chain position (GC1).
2. The successful bidder for a posted training position will be the eligible candidate with the highest Company Seniority (or pre-requisite Job Seniority in the case of the Dewater Machine).
3. The posting of a training position will be no less than five (5) days and all eligible employees will be given an opportunity to bid. Employees ***must*** sign their own bid. Anyone who is going on holidays will be responsible to notify the company in writing of their intention to apply for any training or permanent postings that may arise in their absence. In the case of illness, the absent employee has up to three (3) days after their return in which to apply for the posting. The posting may be awarded if the company contacts all of the employees that are absent due to illness and determines their intentions regarding the posting.
4. Each employee will be entitled to bid one (1) training position per twenty-four (24) month period commencing from the time his/her last training bid was accepted. This excludes any training bid refused/dropped before the end of the trial period (see #6 below). The maximum number of training positions to be held by an employee at any one time is one (1).
5. Minimum training for all jobs will be 240 hours. The company will endeavour to provide the trainees with consistent training hours during the training period in order to complete the training process in a timely manner.
6. Maximum number of hours before dropping any training bid without penalty is eighty (80) hours. Management will endeavour to complete the 80 hours of training as quickly as possible after the awarded date. Should the 80 hours not be reached within a 3 month period from the awarded date and the employee drops the training bid after reaching 3 months from the awarded date, the training bid may be reposted at management's discretion. If the training bid is dropped within the 80 hours and within the 3 month period from awarded date, it shall be awarded to the next senior eligible bidder on the original posting sheet. Should a trainee drop a training bid after 80 hours, they will be ineligible to bid another training position for twenty-four (24) months following the date the training bid was dropped.



7. A training position should be completed within a one year time frame. It is the responsibility of both the supervisor and the trainee to ensure that the employee receives sufficient time to train within the one-year guideline. An evaluation of trainee progress and competence is required after one year to establish whether the training position should continue.
8. The rate of pay for the trainee shall be the lower of the regular job rate and the training position rate. In the event that the trainee must also perform a lower paid position, such as Green Chain, in order to complete the training, the lower of the regular job rate and training position rate will prevail. In the event the operator is not available (on site) and the trainee must take full responsibility for the position, the trainee is entitled to the job rate. The supervisor is responsible for determining if the trainee is capable of assuming the full responsibility of the training position at a particular stage of their training.
9. Training positions will be posted for the following:
 - Dewater/Rewater Operator (must be qualified Log Yard Loader Operator)
 - Log Yard Loader Operator (980)
 - Wagner Operator (must be qualified Log Yard Loader Operator)
 - Mill Yard Loader Operator
 - Log Deck Operator
 - Forklift Operator
 - Lathe Operator
 - Grinder
 - Oiler
 - Boom Boat

Management reserves the right to determine the appropriate number of training positions for each of the above.

10. All trainees will be provided with log books and will be required to record hours of training and notes on new information learned. It is the trainees' responsibility to maintain the accuracy of the log. The log shall be made available to the department head on request so as to determine what and how much the trainee has learned.
11. Trainees will be given training progress reviews and evaluations by the operator and the department head. This will be documented and become part of the employee's file.
12. Once training is completed, the employee will be recorded on a job seniority list with their job seniority rank being determined by the date they entered the training program. They will retain their job seniority ranking while a Coastland employee unless they abdicate their job seniority by failing to accept a position in that job when offered. A qualified trainee who refuses a bid position posting will be ineligible to bid another training position for thirty-six (36) months following the date the bid position was refused.



13. An employee who has completed the minimum training hours (see #5) and feels they are qualified may request through their supervisor that this qualification be confirmed. Within two weeks the supervisor will grant or deny qualification following consultation with other personnel depending on the position in question- Log Yard Manager, Production Manager, Shift Analysts, and current operators. If qualification is denied, the employee will be advised by the supervisor of the deficiencies that must be overcome in order to become qualified.

JOB POSTINGS

1. Vacancies in the positions listed below will be filled following the procedure described below.
Positions:
 - (1) Fork-lift
 - (2) Mill Yard Loader Operator [624]
 - (3) Log deck
 - (4) Log Yard Loader Operator [966/980]
 - (5) Dewater/Rewater Operator [330/345]
 - (6) Wagner Operator
 - (7) Lathe
 - (8) Line Attendant
 - (9) Grinder
 - (10) Oiler
 - (11) Log Yard Attendant
 - (12) Boom Boat Operator
2. Posting will go to the Coastland senior qualified trainee. The senior qualified trainee is determined by the date the employee received a training bid through the Coastland Training Program for the applicable position (see also SENIORITY and TRAINING PROCEDURE). If the most senior qualified employee declines the job then the next senior qualified employee will be awarded the job.
3. If the qualified employee fails to take a position when offered for other than medical reasons, the employee forfeits his rights to bid that position in the future without being re-qualified through the training program. The employee also forfeits the right to bid on another trainee position for a period of twelve (12) months.
4. If there is no qualified trainee, but there is an employee in the training program who could qualify with accelerated training, then the company and the employee will work out a program to get the employee qualified. The trainee may, at the company's discretion, be placed in the job at their previous job rate until training is completed.



5. If a senior unqualified trainee feels they are not ready to take a bid position for safety reasons and a junior trainee is able to perform the job safely, the junior trainee may take the bid position. Both trainees would retain their original job seniority, but the senior trainee would need to wait for another bid position to be available to take a job posting.
6. If there is no trainee able to take a bid position, then the company will consider bids from other Coastland employees, who may have the required skills acquired during previous employment. If more than one employee has the required skill, the employee bidding with the most Company seniority will be given the job.
7. If no qualified person is available through any of the above steps, the company will advise the Unified Committee that they intend to look outside the company for a qualified operator.
8. An employee who asks to be removed from a bid position for a permanent medical reason will be reassigned to the last previously held position (in reverse order) which they are medically capable of performing.

An employee who is temporarily unable to perform their bid job for medical reasons will be moved to a position that can accommodate him/her without disrupting incumbent position already held. The employee will return to their incumbent bid position when the temporary medical condition is resolved.

An employee who asks to be removed from a bid position for any other reason will lose their job seniority on their current position and must accept a non-bid position (i.e. Green Chain). If the employee has held the bid position for less than one (1) years, then the employee will be ineligible to bid on a training position or bid position for the balance of one year from the time they accepted the bid position. If the employee has held the position for more than one year or the one year ineligibility period has expired, the employee may then apply company seniority and job seniority to accept a training bid or bid position that subsequently becomes available. In both situations eligibility to bid another training position is subject to TRAINING PROCEDURE rule #4.



HOLIDAY POLICY

PURPOSE

The purpose of this policy is to ensure that all employees are given an opportunity to schedule time off during the course of the year and to describe the rules regarding holiday requests and the cancellation of requests.

MAXIMUM PERMISSABLE EMPLOYEES AWAY

Mill Operations are broken down into sub-categories for holiday purposes and each sub category is allotted a maximum number of employees permitted off at any one time:

- Log Yard – 1 employee per day
- Log Deck – 1 employee per shift
- Veneer Mill – 2 employees per shift
 - Lathe Ops
 - Clippers
 - Forklifts
 - Veneer Yard Forklift
 - Assistant Analysts
- Grinding Room – 1 employee per day
- Maintenance – 1 employee per shift
- Cleanup – 1 per day

Exceptions to the above levels may be altered as a result of multiple key operator's and/or First-Aid Attendant availability. The Human Resources Manager will make all decisions in regard to alterations should they be required.

HOLIDAY REQUESTS

- a) Holiday Requests will be accepted 14 days prior to the first day of requested leave.
- b) For the purposes of the Holiday Entitlement, 1 week of eligible holiday entitlement is equal to 1 tour of shifts. For example:
 1. 4 – 10 hr. shifts = 1 week
 2. 4 – 12 hr. shifts = 1 week
 3. 5 – 8 hr. shifts = 1 week



- c) All employees will complete a Holiday Request form. In those cases where an employee submits multiple requests, the employee will indicate on the forms the priority of their requests. For example:
 - (1) First Choice: July 3 to 11
 - (2) Second Choice: October 8 to 15 (Not Prime Time but would like to secure this time)
 - (3) Third Choice: July 12 to July 19
- d) Holiday Request forms is not valid until signed off by the appropriate supervisor and copies given to the employee and their department office (Analyst, Log Yard or Maintenance):
- e) Holiday Request forms will be handed into the Supervisor, who will then submit it to the Human Resources Manager once signed off.
- f) Beginning February 15, and continuing until February 15th of the following year all holiday request will be considered on a first come, first serve basis.
 - (1) In the event two employees request the same time off on the same day, seniority will take precedence.
 - (2) A day will be recognized as the Calendar day on which the shift starts.
- g) An updated shift calendar is available at request from your supervisor. This shift calendar will be updated at the beginning of each work week.
- h) All holiday requests will be submitted by Midnight on January 31st in order to book time for the remainder of the year until February 15th of the following year.
- i) Holiday Requests must be for consecutive schedule shifts. Separate requests must be written, authorized, and, recorded should days be worked between required days off.
- j) Beginning February 1st, the holiday approval process will begin. Employees will be advised of the status of their holiday request (approved or denied) and returned to the employee by February 15. This process will be completed by each Department Head and Human Resources Manager in conjunction with the employees' supervisor.
 - (1) The order of priority for approvals is based on the following criteria:
 - (a) Seniority
 - (b) Prime Time allotment for any employee during the initial holiday request process is 2 weeks maximum.
 - (c) Open Prime Time after the initial holiday request process, will be granted on a first come, first serve basis with seniority being the factor on requests received.



- k) Prime Time will follow the SD 68 school calendar year.
 - (1) Spring Break
 - (2) Summer Break
 - (3) Christmas

CANCELLATIONS

The Holiday Cancellation Policy ensures that all employees have an opportunity to apply for time off and have time to prepare for it. All approved holiday requests will be taken in full unless the following cancellation criteria is met:

- a) Changes to approved holiday requests, including the complete or partial cancellation of a request, must be made within 14 days of the first scheduled day off authorized in the request.
- b) No cancellations will be permitted for prime time bookings.
- c) No shift exchanges involving an employees scheduled holiday time will be permitted.
- d) Changes to a holiday request will be subject to the availability and eligibility of days at the time of amendment.
- e) Exceptions to the cancellation policy may be made at the discretion of the Human Resources Manager. Exceptions considered will include circumstances where an employee shifts is changed or an employee can demonstrate extenuating circumstances beyond their control

APPROVED EMPLOYMENT ABSENCES

Refer to Employee Handbook

ABSENT WITHOUT LEAVE

Refer to Employee Handbook

DRUG & ALCOHOL TESTING

Refer to the Employee Handbook for Drug and Alcohol Testing

HEALTH & SAFETY (Company Policy and Responsibilities)

Refer to the Company Safety Policy Manual