

## **4.16 Birthday Day Off Policy**

All regular, part-time, and temporary employees of the Burnaby Association for Community Inclusion will receive a day off with pay for their birthday.

Employees must submit their birthday day off request, in writing, to their supervisor or designate, a minimum of one month prior to the day off. The day must be taken at a mutually agreed upon date and at the least cost or inconvenience to the program the employee is working in. The day off must be taken within 5 days of their actual birthday (either before or after). The birthday day off cannot be banked or carried over past this 5 day window.

Employees must be in a full-time, part-time, or temporary position during their birthday to qualify for the birthday day off.

Employees will not receive monetary reimbursement for the birthday day off.