

## 4.13 VACATIONS FOR PEOPLE WE SERVE

### **Overview:**

The Burnaby Association supports the practice of individuals we serve going on staff supported holidays or vacations. This includes a range of activities such as camping, negotiated trips, and visits to family and friends or more formal vacations. The contracts provided by government do not usually include funds for vacations or extended travel. Consequently, the funds available for vacation planning for each individual are generally restricted to the equivalent of on-going staffing and operational costs for each 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 of planning which include exploring vacation options. Individuals are expected to contribute towards the costs, according to their ability to do so, in a manner consistent with BACI's People Served Personal Funds Policy.

High risk activities (such as canoeing, mountain climbing, etc.) are to be planned with a lens to risk analysis. Families and CLBC, and BACI managers need to be consulted, as appropriate, for each individual and written consents sought and obtained if the individual has a court-approved committee.

Employees must adhere to procedure for planning vacations.

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 re-assignment to another similar position for the duration of the event.

### **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). Compensation will be as per the collective agreement – local issues.

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.

**Linking Policies**

1.11 Risk Management Policy

5.11 Mileage and Expense Reimbursement Policy

5.17 People Served Personal Funds Policy