

4.16 Birthday Day Off Policy

BACI employees classified as regular, part-time, and employees posted into temporary positions, will receive a day off with pay for their birthday. Employees must complete their probationary period to be eligible for the birthday off.

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. *Note – the Employer will not incur overtime costs to cover an employee's birthday day off.

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.

Please note: This policy only applies to BACI's unionized employees.