

**Leamington Mennonite Home  
Long Term Care & Retirement Residence**

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Seniority	<b>SECTION:</b> S <b>POLICY:</b> 3
<b>DATE:</b> September 2004 <b>REVISION DATES:</b> January 2006, August 2009	<b>Administrator's Signature:</b> _____	

**SENIORITY**

**POLICY:**

To ensure part time and full-time employees are recognized for their hours worked. To provide Leamington Mennonite Home with a means of decision making.

**PROCEDURE:**

- A seniority list for all employees will be calculated and posted in the Staff dining room, Nurses Stations, laundry, and dietary bulletin boards each January and July.
- Seniority will be calculated in hours, inclusive of paid sick time, maternity leave, parental leave, and modified work hours under WSIB.
  - Seniority will be used for:
    - Calculation of vacation entitlement
    - Choice of vacation time
    - Salary increments on grid
- Where two or more employees have the same seniority, seniority shall be as per alphabetical order of their last name as of their last date of hire.
- Employees shall have the right to challenge the seniority listing for a period of four weeks following the date of the posting. The seniority list as corrected shall be deemed accurate to the date of posting. Employees must have a basis for the challenge, showing hours, and must be specific regarding the pay periods in question.
- For full-time staff, seniority is based on 1950 paid hours equalling 1-year seniority and starts from date of hire. Part-time seniority shall be based upon the current Agreement in place from time to time.
- Probationary employees accrue seniority upon completion of the probationary period (usually 60 working days or 6 calendar months), commencing from the last date of hire.
- Full-time staff will continue to accrue seniority while off work due to injury or illness, whether such illness or injury is compensable by WSIB.
- Part-time staff, off work due to injury or illness, whether or not such illness or injury is compensable by WSIB, who are off work for periods of 21 calendar days or more, shall be credited with seniority from the first day of such leave. The seniority credited shall be based on the average of hours paid for the previous six months from the date of injury.
- Department Leaders shall determine the number of persons in their Department, who may be off on vacation at any given time.