

Section:	Human Resources	
Title:	General Management Staff Benefits	5.3.1

Purpose

To specify the benefits applicable for all management staff including principals and vice principals, except as provided otherwise in an individual employment contract.

General Benefits

1. Pension

In accordance with the BC Teachers' Pension Plan (Educators), or the Municipal Pension Plan (Exempt), as applicable. This plan is a condition of employment.

2. Extended Health, Medical, Dental, Group Life, and AD&D Plan Benefits

On commencement of employment and in accordance with the plan agreements, premiums for Medical, Dental, Extended Health, Group Life, and Accidental Death and Dismemberment benefits shall be:

- paid 100% by the Board for management, and
- paid 80% by the Board for principals and vice-principals.

3. Long Term Disability, Optional Life and AD&D

A Long-term Disability Plan, and additional optional life and AD&D insurance shall be made available to management staff and principals and vice-principals, as per the BCPVPA plan. The employee shall pay 100% of the premiums.

4. WorksafeBC Compensable Lost-Time Injury

An employee off work due to a *WorksafeBC* Compensable injury will continue to receive their regular earnings for up to 90 days. The employee will provide the employer any wage loss recovery received from *WorksafeBC* during this time.

5. Annual Vacation

- The anniversary date for calculating vacation shall be July 1st.
- Annual vacation will be calculated in accordance with the following schedule, considering previous experience (Clause 12 of this procedures), unless otherwise provided in an individual employment contract.

Entitlement	Annual Vacation (weeks)
1 st year of Service	4
8 th to 14 th year of Service	5
15 th year of Service and onwards	6

- Vacation leave will be prorated for part years of service.
- Annual vacation is calculated and advanced to the employee in the year the vacation is earned. As such, if an employee resigns, retires, or otherwise leaves the employment of the School District and has used more vacation leave than the prorated amount earned, the employee is required to repay the vacation leave advanced to the employee. The employee may elect to have the vacation recovered from their final pay.
- Vacations are to be taken at a time mutually agreed upon with the employee's supervisor.

- f. Of this entitlement, a maximum of ten (10) days may be carried forward to the next vacation period subject to the carry over being fully utilized in the subsequent year.

6. Sick Leave

The Employee shall annually accrue eighteen (18) days for sick leave at a rate of one and one-half (1.5) days per month of service.

- a. Previous unused sick leave accumulated in the service of the Employer shall be recognized.
- b. Up to 60 days of unused sick leave accumulated in another BC School District will be recognized.
- c. The initial bank of sick leave shall not be less than forty-five (45) days for Employees that are new to the School District.

7. Maternity Leave

An Employee is entitled to take maternity leave to which she is entitled pursuant to the Employment Standards Act. If the Employee is eligible and receives Employment Insurance maternity benefits the Employer shall pay the Employee:

- a. 100% of her current salary for the one (1) week of the waiting period of the leave, and
- b. the difference between 100% of her current salary and the amount of Employment Insurance maternity benefits received by the Employee, for a further fifteen (15) weeks.

8. Statutory Holidays

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, National Day of Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

9. Family Responsibility Leave

Employees may use up to five days a year of sick leave for paid Family Responsibility Leave to care for an immediate family member.

10. Compassionate Care Leave:

An Employee is entitled to take compassionate care leave to which they are entitled pursuant to the Employment Standards Act. If the Employee is eligible and received Employment Insurance caregiving benefits the Employer shall pay the Employee:

- a. 100% of their current salary for the one (1) week of the waiting period of the leave, and
- b. The difference between 100% of their current salary and the amount of Employment Insurance caregiving benefits received by the Employee, for a further eight (8) weeks.

11. Cultural Leave

An Indigenous employee is entitled to five (5) days of paid leave per year to participate in traditional Indigenous cultural event(s).

12. Previous Experience

- a. Any excluded employee who has had previous employment within the BC School Districts shall have 50% of their sick leave accumulation, up to a maximum of sixty (60) days sick leave transferred to this district and shall be credited with these days.
- b. Generally, vacation entitlement shall be based on the aggregate of a maximum of seven years prior service and current employment with BC School Districts. Additional vacation leave may be considered in unique circumstances

13. Employee Assistance Plan

The board will provide an Employee Assistance Plan. The board shall pay eighty percent (80%) of the cost of this benefit.

14. Mileage

- a. For in district travel, monthly allowances may apply. If applicable, monthly allowances will be established by the Secretary-Treasurer.
- b. All other mileage will be reimbursed in accordance with the Travel Expense Reimbursement Policy / Procedure.

15. Death Benefits

In the event of death of an exempt employee, who at the time of death has been employed by the Board continuously for six months, the Board shall pay two months' salary to the beneficiary of the deceased or to the estate if there is no beneficiary named. An additional one month's salary is paid for any exempt employee who has been in the service of the Board for more than ten (10) years.

16. Probationary Period

New employees shall be placed on probation for a period of six (6) months, unless otherwise provided in an individual employment contract.

Date Adopted: May 2003

Revised: October 14, 2008

July 10, 2019

February 2022

May 2022

July 2022 (formerly AP #403)

April 2023 – change to Maternity Leave Top Up

November 27, 2024 – added Cultural Leave

April 17, 2025 – added Compassionate Leave