



RECOGNITION FOR LENGTH OF SERVICE POLICY

Approved via email: March 17, 2021

Policy

The PMS offers benefits and recognition for employees who have worked at the school for 5, 10 and 20 accumulated years of service. The PMS reserves the right to eliminate or modify any of its benefits at any time.

Condition

The Length of Service benefit includes acknowledgement at the yearend concert, paid discretionary time off and unpaid time off for extenuating circumstances.

After five years, employees will be recognized at the yearend concert and given a small gift in recognition of their service. This will occur at each increment of five years of service thereafter.

After 10 years, employees will be eligible to take one paid discretionary day off during the school year. After 20 years, employees will be eligible to take two paid discretionary days off during the school year. Employees will ensure that the day does not cause undue hardship to their classroom or teaching team. Days off may not be taken during reporting periods or at the start or end of the school year.

After 10 years, employees will be eligible to take up to 5 unpaid days off in the school year or more under extenuating circumstances. This will be approved at the discretion of the administration and may not be used for vacation.

Procedure

Employees must complete the Leave Management Form and submit it to Administration prior to booking any paid or unpaid days off.

Administration will review the request, decide to approve or not and a copy will be placed in the employees' mail slot in the staff room.

Employees are responsible for booking any substitutes, if requested by Administration.