

14. **Staff accompanying individuals on vacation**

Occasionally individuals receiving service request staff to accompany them on a vacation. All such requests must be approved in advance by the Coordinator. Thoughtful pre-planning is essential to ensuring a successful proposal and avoiding any misunderstandings.

Travel outside of British Columbia

- (a) Spectrum personnel will follow CLBC's "Travel outside of BC with CLBC-funded services" policy when considering travel outside of BC with an individual:

Travel outside of BC with CLBC-funded services:

https://www.communitylivingbc.ca/wp-content/uploads/Travel_Outside_BC_POL_Dec2018_FNL.pdf

Q&A for Service Providers:

https://www.communitylivingbc.ca/wp-content/uploads/QAs_Service_Providers_Travel_Outside_FNL.pdf

- (b) Maximum timeframe for out of province travel is 30 days. If an individual wishes to travel outside of BC for more than 30 days with Spectrum's support, the plan must be approved by the CLBC VP Regional Operations.
- (c) Individuals must obtain out of country medical coverage when they travel outside of Canada.
- (d) Any travel outside of BC must be documented and approved in advance by the Executive Director. Documentation will include:
- i. Overview of travel plans, indicating that the travel is for the benefit of the individual and at the individual's request, and that any legal decision makers have approved the plan.
 - ii. Specific travel-related information, including departure/return dates, destination, name and phone number of hotel, flight/car rental information, emergency contacts.
 - iii. Copy of the individual's out of country medical coverage.
 - iv. Plan for dealing with emergencies, including provision of respite caregivers if needed.

Vacation planning and approvals

Following are some guidelines for the team to consider when requesting approval for staff to accompany an individual on a vacation:

- While Spectrum does not receive funding to pay for individual vacations, we will consider each request on its own merit and make reasonable accommodations to

- allow people to enjoy the benefits of a vacation from time to time.
- Individuals will be expected to cover the travel costs for themselves and the accompanying staff. Individuals with limited finances may need help budgeting for a vacation over a longer period of time, or fund raising towards their vacation goal.
 - A brief itinerary and detailed budget must be submitted to the Coordinator and approved at least one month in advance of the proposed vacation.
 - The Coordinator, in consultation with the supervisor, will be responsible for determining the level of staffing required to support individuals on any vacations. If additional staff wish to go along, they may do so on a volunteer basis and at their own expense.
 - Employees who wish to accompany individuals on vacation must agree to the staffing arrangements prior to the vacation being approved.
 - Overtime rates will not apply to hours worked while supporting an individual on vacation.
 - Statutory holiday rates will not apply to hours worked while supporting an individual on vacation.

The supervisor may adjust the permanent staff schedule to accommodate the individual's vacation. As per Personnel Policy #11: Hours of Work, employees will be given written notice a minimum of two weeks in advance when permanently scheduled shifts are cancelled to accommodate individuals being away. Every effort will be made to minimize the disruption to the schedule and program.

The following guidelines will be used to calculate the employee's pay when accompanying an individual on an approved vacation¹:

- One staff alone with an individual or individuals: hourly wage from 9:00 am - 9:00 pm; four hours pay from 9:00 pm - 9:00 am (maximum 16 hours pay per 24-hour period), or time off in lieu. For individuals with 24-hour funded hourly staff support, pay will be consistent with the typical scheduled hours of support.
- Two staff accompanying an individual or individuals: 3/4 of an hour's pay per staff from 9:00 am - 9:00 pm; two hours pay per staff from 9:00 pm - 9:00 am (maximum 11 hours pay each per 24-hour period), or time off in lieu. Each staff is entitled to a 15 minute break per hour worked from 9:00 am - 9:00 pm. Overnight supervision is to be divided between the two staff.

¹ The above guidelines apply to individuals who receive 24/7 support from Spectrum. If the person receives less than 24/7 support, the staffing provided for the vacation will be determined in accordance with the budget and the individual's support needs.