

Vacation Planning - Summer 2021 (June - August)

March 11, 2021

The health and wellbeing of our employees is of utmost importance. Holland Bloorview recognizes the value of time off work as a vital component of overall health, wellness and work life balance. As a hospital providing care 24/7, it is also essential that we have appropriate levels of staffing to support both clinical and non-clinical operations.

Guidance:

With warmer weather around the corner, please note the following guidance for vacation requests for the months of June-August 2021:

- Vacation requests for summer 2021 (June – August) should be provided to managers as soon as possible for consideration and planning purposes.
- Vice presidents are ultimately accountable for appropriate staffing in their areas. Managers and directors, please work with vice presidents as needed to ensure coverage.
- Managers will communicate the status of vacation requests to employees in a timely manner. Managers should ensure the needs of clinical and non-clinical operations can be met when staff are off.
- **All vacation approvals will be at the discretion of the manager/director/senior director/vice president.**
- In the event of staffing shortages and/or redeployment requirements, the planned vacation days may unfortunately need to be cancelled/rescheduled at management's discretion.
- **As a reminder, in light of the provincial stay-at-home order and guidance provided by the federal government, Holland Bloorview strongly discourages all non-essential travel (including within Canada) and, subject to what is set out below, prohibits all international travel until further notice.**
 - Staff contemplating international travel must obtain approval from their manager and respective vice president prior to booking any international travel. Staff should only request international travel in extenuating or compassionate circumstances, such as a serious illness or imminent death of a family member not living in Canada.
 - Staff who have been approved for international travel will be required to self-isolate for 14 days upon return and work from home where possible and follow any other public health guidance in force upon their return. If they are unable to work from home, they will need to take unpaid leave, vacation or lieu time.
 - Employees who leave the country without prior approval from their manager and respective vice president, may be subject to disciplinary actions.

March 9, 2021

Holland Bloorview

Kids Rehabilitation Hospital

- Please refer to the [Public Health Agency of Canada \(PHAC\) website](#) for information on international travel restrictions and guidance.
- These guidelines will be in effect from June 1, 2021 to August 31, 2021.

Note: Vacation practices for Bloorview Research Institute may differ.