

Policy number: FNB-1009

Version: 1

Effective date: April 2017

Title: Human Resource Policy

**Purpose:**

Football New Brunswick is the Provincial Sport Organization for football in New Brunswick. The purpose of this policy is to provide employees guidance to Human Resource related activities.

**Applicability:**

This policy is applicable to all staff within Football New Brunswick. This includes, part-time, full-time or contract employees.

**Requirements:**

**General:**

Where there is a difference between the terms of this policy and the terms of any laws pertaining to this same subject, the terms of the laws shall prevail, unless the laws allow this policy to prevail.

The New Brunswick Employment standards act has been adopted as the baseline for the policy.

**Employment Contracts:**

All employees part-time and/or full-time are salaried employees. Their employment offering is documented and signed by the organization and the employee themselves agreeing on the terms of employment.

**Vacation:**

Upon hire with Football New Brunswick, employees are entitled to 3 weeks paid vacation. The time off should be approved by the President and/or Executive Director of Football New Brunswick. Employees will be eligible for 4 weeks of paid vacation after 10 years of service with the organization.

Should an employee leave Football New Brunswick, vacation pay will be calculated using the New Brunswick Employment Standards Act.

**Holidays:**

Football New Brunswick will pay its employees for the Holiday in their regular scheduled pay. Should an employee work on the Holiday, they will be eligible to take an additional day off in lieu for working the holiday.

Football New Brunswick recognizes the following Statutory Holidays:

New Year's Day	New Brunswick Day	Christmas Day
Good Friday	Labour Day	Family Day
Victoria Day	Thanksgiving Day	
Canada Day	Remembrance Day	

**Leave of Absence:**

All employees under Football New Brunswick who require time off for one of the following reasons will adhere to the guidelines of New Brunswick Employment Standards:

Maternity/Parental Leave	Sick Benefits	Compassionate Care Leave
Jury Duty	Voting Leave	Family Leave
Bereavement Leave	Military Leave	

Employment Standard Guidelines can be found using the following link:

[Employment Standards](#)