

ANNUAL VACATION LEAVE

Background

The purpose of this procedure is to provide employees with a period of rest and / or recreation and to provide notice for vacation leave scheduling.

Procedures

1. Application

- 1.1 This administrative procedure applies to calendar year non-teaching employees.
- 1.2 A temporary employee whose initial employment is known to be less than one (1) year shall be paid vacation pay on each cheque.
- 1.3 All vacation leave requests for July and August must be submitted to the Deputy Director of Corporate Services, through the immediate supervisor, by May 1.
- 1.4 All vacation leave requests for months other than July and August must be submitted to the immediate supervisor at least one (1) week prior to the suggested commencement date. In the event five (5) or more consecutive work days are being sought, requests must be submitted to the Deputy Director of Corporate Services, through the immediate supervisor at least four (4) weeks prior to the suggested commencement date.

2. Vacation Year Entitlements

- 2.1 The vacation year commences September 1 and ends August 31 of the following year.
- 2.2 During the first year of employment, when employment commences after September 1, the vacation entitlement shall be prorated from the start of the employment to the following September 1.
- 2.3 Vacation leave entitlements will be prorated for part-time employees.

3. Scheduling

- 3.1 Vacation leave may only be taken after it is earned.
- 3.2 If a public holiday falls during an employee's vacation period, that day is not considered vacation leave.
- 3.3 Vacation leaves should be planned and scheduled on a departmental basis well in advance to ensure all staff are provided with an opportunity to use their annual vacation entitlements while ensuring departmental operations are maintained.
- 3.4 In accordance with *The Saskatchewan Employment Act*, upon four (4) weeks written notice, an employee's vacation leave schedule may be determined and

directed by the Deputy Director of Corporate Services in consultation with the Director of Education and the immediate supervisor.

3.5 Where an employee has scheduled an annual holiday at a time that is agreed to by the employer and the employee has later been granted sick leave or compassionate leave during their period of vacation, there shall be no deduction from vacation credits for such absence, providing:

3.5.1 Medical documentation verifying serious illness, admittance to a hospital and/or required time off work will be required to be granted sick leave during an annual holiday period.

3.5.2 Applications to alter vacation leave to sick or compassionate leave must be approved by the employee's supervising Superintendent and/or the Director in consultation with the Human Resource Manager.

4. Approval

4.1 Employees must apply in writing using the appropriate form and receive authorization in advance of vacation leave.

4.2 Requests may be approved or denied after giving consideration to the operational needs of the school division.

4.3 Vacation leave requests in excess of five (5) consecutive work days must be authorized by the Deputy Director of Corporate Services in consultation with the Director of Education and the immediate supervisor.

4.4 Where an employee has requested a period as an annual holiday and has not received prior authorization, and the employer does not permit the employee to take the annual holiday as requested, the employer is not responsible for any monetary loss suffered by the employee as a result of the request being denied.

5. Carryover

5.1 Employees are expected to take their full vacation leave entitlement each fiscal year.

5.2 A maximum of five (5) vacation days earned can be carried over from one year to the next.

5.3 In extenuating circumstances days in excess of five (5) may be carried over from one year to the next upon authorization from the Deputy Director of Corporate Services in consultation with the Director of Education.

5.4 A written request for carry-over of more than five (5) days must be made by August 1.

6. Pay in Lieu

6.1 If an employee does not request vacation leave, and the employee is not directed when to take vacation leave the employee will receive pay in lieu for the vacation leave earned subject to the carryover procedure.

Updated: October 2010, October 2012, June 2016