



## Vacation Entitlement Directive

### Rationale

This directive exists to ensure that a standard exists for all staff, excluding Executive Committee, regarding vacation accrual.

### Definitions

**Vacation Entitlement** is the accrual rate at which an employee earns vacation time on a monthly or hourly basis.

**Vacation Available Balance** is the vacation time currently unscheduled in Bamboo HR.

**Vacation Current Balance** is the total vacation time owing in Bamboo HR.

### Regulations

#### Full-time Employees

**1** Employees holding salaried appointments will accrue vacation time at the following vacation entitlements;

**1.1** Up to the end of four years of service will receive 15 days per year accumulated at a rate of 1.25 days per month.

**1.2** From the beginning of the fifth until the end of the ninth year of service employees receive 20 days per year accumulated at a rate of 1.67 days per month. Note: Directors Start at this rate and will move to the next tier(s) at the same rate as regular full-time employees

**1.3** From the beginning of the tenth to the end of the fourteenth year of service employees will receive 25 days per year accumulated at a rate of 2.083 days per month.

**1.4** From the beginning of the fifteenth year of service employees will receive 30 days per year accumulated at a rate of 2.5 days per month.

**2** Employees may take their earned vacation time at any time during the year, subject to prior approval of their immediate supervisor.

**3** Vacation must be taken in minimum 15-minute increments.

**4** Requests for vacation utilization will be made to the employee's immediate supervisor. Wherever possible, requests should be made at least five business days prior to the first day of vacation.

**5** Employees will earn vacation time at the appropriate rate immediately upon hire and up to the date of termination.



**6** Employees will not earn vacation time during periods of approved unpaid leave of absence, however for the purpose of calculating vacation entitlements as set out in 1.0, absences due to disability leave, job-protected leaves as mandated by Alberta Employment Standards, or at the discretion of the General Manager, will be included when accruing years of service.

**7** Employees will earn vacation time while on paid sick leave or while on WCB.

**8** Employees Vacation Current Balance may not exceed the employee's yearly accrual rate. Any employee that exceeds the yearly accrual rate must receive written approval from the General Manager to carry forward vacation entitlement. If no approval is granted or requested the employee must work with their direct supervisor to reduce the accrued amount to an appropriate level within one month of going over the limit.

**9** If a statutory holiday falls during an employee's vacation such day will be paid as a statutory holiday and shall not reduce the employee's vacation time.

**10** Employees who resign or are terminated will receive vacation pay at the regular rates of pay in effect at such time, in lieu of said vacation earned but not taken.

#### **Part Time Term Employees**

**11** Employees holding part time appointments will accrue vacation pay at a rate of four percent of gross regular earnings.

**12** Vacation pay, with respect to statutory holidays, will be provided based on provincial legislation.



## Fact Sheet

### Approvals:

First Approval – February 12, 2024  
Last Approval – July 9, 2024

**Date of Last Review:** July 9, 2024

### Source and Updates:

October 16, 2015: *Vacation Entitlement* Directive approved by Directives group motion 2024-02-12-16. Source material taken from *Vacation Entitlement* Procedure.

July 9, 2024: *Vacation Entitlement* Directive approved by Directives Group motion 2024-07-09-5. Minor wording updates made.

### Related Documents and Forms: