

Vacation Entitlement

Rationale

This procedure exists to ensure that a standard exists for all staff regarding vacation accrual.

Definitions

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

Vacation Credits are the actual days that have been accrued by an employee that are used during an employee's vacation leave.

Regulations

Continuing Employees

1.0 Employees holding salaried appointments will accrue vacation credits at the following vacation entitlements;

1.1 Up to the end of four years of service – 1.25 days per month.

1.2 From the beginning of the fifth until the end of the ninth year of service – 1.67 days per month.

1.3 From the beginning of the tenth to the end of the fourteenth year of service – 2.08 days per month.

1.4 From the beginning of the fifteenth year of service – 2.5 days per month.

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

3.0 Vacation must be taken in minimum one-hour increments.

4.0 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.

5.0 Employees will earn vacation credits at the appropriate rate immediately upon hire and up to the date of termination.

6.0 Employees will not earn vacation credits 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.



7.0 Employees will earn vacation credits while on paid sick leave or while on WCB.

8.0 Vacation credits accrued during each year of service shall be taken within 12 months of the end of an employee's anniversary date, unless the employee receives written approval from the General Manager to carry forward vacation entitlement beyond this time.

9.0 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 credits.

10.0 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.

Term Employees

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



Fact Sheet

Approvals:

First Approval – October 16, 2014

Last Approval – March 14, 2018

Review By: March 14, 2019

Source and Updates:

October 16, 2015: *Vacation Entitlement* approved by Executive Committee motion E2014-10-16-10 upon the recommendation of the Procedure Sub Committee.

December 14, 2016: *Vacation Entitlement* approved by Executive Committee motion E2016-12-14-10 upon the recommendation of the Procedure Sub Committee. Requirement of vacation to be taken in minimum half-day increments added.

March 14, 2018: *Vacation Entitlement* approved by Executive Committee motion E2018-03-14-5 on the recommendation of the Procedure Sub-Committee. Changes include adjustments to the years of service timeline increases, addition of 'job-protected leaves', and allowing accumulated vacation time to be used in hour increments.

Related Documents: