



Administrative Procedure 412

VACATION ACCRUAL

Background

The Division recognizes that vacation time is intended to provide employees with time away from work, and assists employees in maintaining good health. The Division supports staff in utilizing their full vacation allocation, on an annual basis.

Procedures

1. To facilitate utilization of vacation, the following provisions apply:
 - 1.1 The vacation year commences on the first day of July and concludes on the thirtieth day of June for 12-month employees
 - 1.2 The vacation year commences on the first day of September and concludes on the last working day in June for 10-month employees.
 - 1.3 Vacation will be accrued as per the appropriate collective agreements, and/or terms and conditions of employment.
 - 1.4 Vacation must be approved by an employee's immediate supervisor before it is taken.
 - 1.5 New employees will have their vacation accrual pro-rated in their first year of employment from the date they commence employment to June 30.
 - 1.6 Vacation maximums and unused vacation will be resolved according to the collective agreements.
 - 1.6.1 For those employees who do not belong to a bargaining unit vacation earned in one year that has not been claimed may be carried forward to the following year and combined with the next year's accrual up to the maximum of twice the individual employee's annual entitlement (i.e. employees earning 20 days vacation annually may accrue up to a maximum of 40 days).
 - 1.7 Vacation credits in excess of the provision described in clause 1.6 above will be paid out in the employee's July pay.
 - 1.8 Any accrued vacation entitlement which exists upon the retirement of an employee will be paid out in the employee's final pay.
 - 1.9 An extended vacation period (i.e., more than an employee's annual allotment) is not to precede an announced retirement date. Exemptions to this require the written approval of the Superintendent, Human Resource Services.

Adopted: April 3, 2000
Reviewed/Revised: June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222, 225
Employment Standards Code
Labour Relations Code
Collective Agreements