

## VACATION ACCRUAL AND CARRY-OVER

### Background

The District supports and recognizes the use of vacation as an important employee benefit that contributes to the health and wellness of its employees. Vacation is earned and accrued in accordance with the employee's applicable terms and conditions of employment and is intended to be fully used each year. This procedure outlines the vacation accrual and carry-over procedure for all non-union employees of Greater St. Albert Catholic Schools (the "District").

### Scope

This procedure applies to all non-union employees of the District. An employment contract shall take precedence in the case of a conflict with this administrative procedure.

### Procedure

1. Vacation Accumulation
  - 1.1 Employees normally accumulate (or earn) vacation credits on a monthly basis; at a rate of 1/12 of the annual entitlement specified in their employment contract or terms of conditions of employment for 12 month positions and at a rate of 1/10 for 10-month position.
2. Vacation Requests and Scheduling
  - 2.1 Prior to using vacation time, the employee shall inform their direct supervisor in writing of their preferred vacation schedule.
  - 2.2 The employee shall not take vacation at a time where it is determined by the employee's direct supervisor, in its sole discretion, to be impractical to do so taking into consideration staffing and operational requirements.
  - 2.3 The employee's direct supervisor may, at its sole discretion, direct the employee to take earned vacation.
3. Vacation Carry-Over
  - 3.1 All employees are expected to take their full vacation entitlement within the twelve-month period in which it is earned.
  - 3.2 If an employee does not take their full vacation entitlement within the twelve-month period in which it is earned, they may carry-over up to a maximum of 10 days of unused vacation entitlement to the next twelve-month period subject to

the appropriate Senior Administrative Officer's approval at their sole discretion.

4. Change of Employment Status within the District

- 4.1 Prior to transferring to a new position within the District, employees shall use all of their accrued vacation entitlement, or upon written request to their direct supervisor, may receive payment in lieu of taking their accrued vacation entitlement at the rate the vacation was earned.

References: Employment Standards Code RSA 2000, c E-9

Implemented November 2, 2016