

**Policy & Procedure Manual**

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**VACATION SCHEDULING – HR-III-40**

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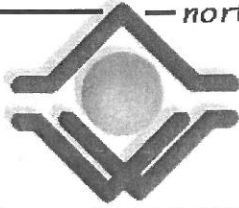
**POLICY:**

All full time and part time employees depending on their length of service shall be entitled to take vacation, as earned, whether paid or unpaid. Vacation time allows employees to enjoy a period of rest and relaxation from their workplace responsibilities. Employees must make every effort to plan ahead and request vacation usage with as much advance notice as possible. The Supervisor/Director of each department shall determine the number of employees that can be on vacation at any one time and approve vacation requests in advance, where reasonably possible.

All vacation credits earned must be taken by March 31<sup>st</sup> in the year following their full accrual (June 30<sup>th</sup> of the prior year), with exception for cases of maternity/parental leave or extended absence created by sickness or injury which prevents an employee from taking their vacation during the vacation year. Payout of vacation days shall only be approved under exceptional circumstances as approved by the Executive Director except for use to cover unpaid sick days, as approved by the Director of Human Resources. Bargaining Unit employees must consult their collective agreement language for more specific information regarding vacation scheduling. Vacation balances will be reviewed each year in January by the Executive Director and the Senior Administration team, and excessive balances will be addressed, as appropriate, to limit agency liabilities.

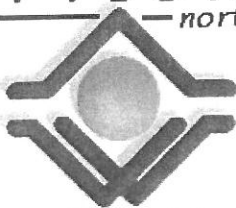
**PURPOSE:**

1. To ensure the safe and efficient operation of each department at all times, especially during peak vacation periods.
2. To allow employees a period of rest and freedom from work.
3. To limit agency liabilities.
4. To Comply with applicable legislation



**PROCEDURE:**

1. The vacation entitlement determination year runs from July 1 to June 30. Therefore, the full vacation earned by June 30<sup>th</sup> of one year, must be used by March 31<sup>st</sup> of the following year (i.e. as at June 30, 2017 – 20 vacation days earned, must be used by March 31, 2018). Bargaining unit employees must refer to their collective agreement for specifics on usage.
2. In January of each year, Human Resources will advise all supervisory personnel of their staff's vacation entitlement that they will earn as of June 30<sup>th</sup>, subject to any absences that affect accrual. Supervisors will advise their employees of this entitlement and employees are to request and use their vacation per policy/collective agreement, as appropriate.
3. An employee who has vacation entitlement must request his vacation usage in writing from his immediate Supervisor with as much advance notice as possible. Further non-union employees requests for summer (June to August) vacation must be in by April 30<sup>th</sup> of each year and requests for use in December to January must be in by October 30<sup>th</sup> of each year. Unionized employees requests must be submitted in accordance with their collective agreement. Consideration for consecutive vacation use will be capped at 4 weeks and this cap is also in conjunction with all other time off (paid or unpaid) and is subject to approval by the Supervisor/Director. Exceptions to this cap may be considered upon request and are subject to approval by the Executive Director.
4. Use of vacation must be approved in advance by the employee's immediate Supervisor. The Supervisor will provide the employee with a written response to his request in a timely fashion or post the finalized vacation schedule as per the collective agreement for requests made within the posting period for applicable unionized employees.
5. Where an employee's scheduled vacation is pre-empted due to a serious illness\* which commenced prior to and continues into the scheduled vacation period, the period of such illness shall be considered sick leave. \* Serious illness shall be defined as follows: An employee who is required to be an inpatient in a hospital, or an employee whose illness confines them to bed rest by order of a qualified medical practitioner. Where an employee's scheduled vacation is interrupted due to a serious illness requiring the employee to be an inpatient in a hospital, the period of such hospitalization shall be considered sick leave. Employees will be required to submit medical evidence of a serious illness at the time of absence. Any portion of the employee's vacation which is approved deemed to be sick



Personal Support Services

**POLICY: HR-III-40**  
**DEPARTMENT:** Human Resources  
**CATEGORY:** Working Conditions  
**EFFECTIVE DATE:** October 2017  
**SUPERSEDES VERSION DATED:** January 2017  
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leave under the above provision will not be counted against the employee's vacation credits.

6. Where an employee's vacation is interrupted due to a death of an "immediate/foster" family member as outlined in policy HR-V-1 or HR-V-5 as applicable, such period of bereavement leave shall not be considered vacation time off and such bereavement leave shall not be counted against an employee's vacation credits.

**NOTE:** Bargaining unit employees should refer to their respective collective agreements for more specific information regarding vacation scheduling.

**RECOMMENDED BY:** Human Resources Director

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**