

## **ANNUAL HOLIDAYS**

### **Background**

Unless otherwise specified by contract or Board resolution, employees who are on an annual salary shall receive annual vacation with pay in accordance with the following procedures.

### **Procedures**

#### 1. Entitlement

1.1 Employees shall receive annual vacation in accordance with the following schedule:

<b>Years of Service</b>	<b>Weeks of Annual Vacation</b>
1 to 3 inclusive	2 weeks
4 to 8 inclusive	3 weeks
9 to 15 inclusive	4 weeks
16 to 24 inclusive	5 weeks
25 and higher	6 weeks

1.2 Employees who are paid on an hourly basis or where holiday pay is paid out as a percentage, will be paid holiday pay in accordance with the following schedule:

<b>Years of Service</b>	<b>Percentage of Annual Holiday Pay</b>
1 to 3 inclusive	4%
4 to 8 inclusive	6%
9 to 15 inclusive	8%
16 to 24 inclusive	10%
25 and higher	12%

1.2.1 This holiday pay will be paid prior to the holidays the employee takes and at the end of the calendar year in the amounts accumulated at these times.

2. All staff based out of Central Operations must engage in a discussion with their immediate supervisor when planning to take their annual holidays and must do so within the timeframe set by the supervisor.

2.1 Annual holidays may be taken at one (1) time or broken up at the choice of the employee subject to supervisor approval as per 2.2.

2.2 Due to operational needs of the division the immediate supervisor may not approve requested vacation leave.

- 2.3 The immediate supervisor will create a calendar of approved vacation leave and submit to the Secretary-Treasurer or designate no later than one month after the date determined in 2.1.
  - 2.4 Once approval is granted, employees must promptly record their holiday time in Atrieve before taking the vacation; otherwise, it may not be recognized as approved leave.
  - 2.5 Employees must seek approval from their immediate supervisor for any subsequent changes to booked vacation time. If changes are approved, they should promptly be updated in Atrieve and communicated to the Secretary-Treasurer or designate.
3. For special circumstances the Secretary-Treasurer or designate may grant permission to carry over a maximum of five (5) unused annual vacation days into another year.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 52, 53, 68, 196, 197, 204, 222, 225 Education Act  
Employment Standards Code  
Labour Relations Code  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Collective Agreements