

POLICY STATEMENT AND REGULATIONS

Number: 800.1

VACATIONS

Vacations are provided to ensure staff productivity and health is maintained.

1. Employees may carry over a maximum of five vacation days to the following calendar year, but only when requested in writing and approved by the Department Head and only if the request is received by November 1st of any given year.
2. Vacation days carried forward must be taken in the following calendar year.
3. Subject to Department Head approval, employees may book up to a maximum of three weeks of consecutive vacation.
4. A vacation schedule will be circulated in every Department in February of each year. Based on seniority, employees will be allowed to schedule up to three week vacation. Once the first round is completed, the schedule will be recirculated and, based on seniority, employees will be entitled to book the residual of their vacation entitlement. Employees do not have to schedule all of their vacation entitlement at that time.
5. All employees are required to submit a vacation request form to their Manager at least five working days before the requested vacation is to commence. The approval of vacation time is at the discretion of the Manager.
6. Vacation time must be taken before banked time.
7. No requests for time off without pay will be considered until vacation time and banked time has been taken.
8. There will be no pay-out for vacation unless termination or resignation has occurred.

Adopted: November 10, 2014