POLICY: VACATION (A.E.S.S., C.O.P.E. AND UNIFOR)			# 825
SECTION: 800 Personnel and Employee Matters			Page 1 of 2
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POLICY

1. 1.1 The Board recognizes the need for annual periods of rest and relaxation away from the workplace.

1.2 Vacation entitlement for employees in the Administrative and Educational Support Staff group, the Canadian Office and Professional Employees Union and UNIFOR shall be granted in accordance with the applicable collective or compensatory agreement.

GUIDELINES

2. 2.1 The vacation year runs from July 1st to June 30th. Employees are encouraged to schedule vacations during July and August.

2.2 Vacation entitlement will be calculated on a monthly basis.

2.3 New employees will not be allowed to take vacation time until they have completed six months of employment.

2.4 All vacation earned as of July 1st must be taken by June 30th of the following year unless specifically approved by the appropriate Supervisory Officer.

2.5 The Board reserves the right, through discussion with the affected employee, to reschedule a selected vacation period when it is in its best interest to do so. Any changes requested by the employee may not be made without the approval of the appropriate Superintendent or a Manager.

2.6 Payment in lieu of actual vacation time off is not permitted except in the case where an employee is terminating his/her employment with the Board.

2.7 Where an employee's scheduled paid vacation is interrupted due to a serious illness or accident requiring him/her to be hospitalized, the period of such hospitalization shall be considered sick leave providing the employee provides proof of hospitalization satisfactory to the Board. The portion of the employee's paid vacation which is deemed to be sick leave under the above provision will not be counted against the employee's vacation credits.

2.8 Part-time and ten-month employees receive vacation pay rather than vacation time with pay.

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PROCEDURES

3. 3.1 Information indicating the amount of vacation earned will be sent to each employee in March of each year.

3.2 Information indicating the amount of vacation earned by each employee to June 30th of that year will be sent to the Supervisory Officers in March of each year to assist in the scheduling of vacations.

3.3 Vacations will be granted and subsequently scheduled in accordance with departmental practices and in conjunction with the compensatory or collective agreements, where applicable.