

VACATION and VACTION CARRY FORWARD POLICY FOR ADMINISTRATIVE
AND PROFESSIONAL (NON-OPSEU, NON-FACULTY) STAFF

May 1, 2008 Approved by the Principal

Unless superseded by a contract of employment:

1. During the first year of employment, the vacation entitlement is 21 working days per year. Paid vacation time is earned and credited monthly at a rate of 1.75 days per month (21/12).
2. After 16 complete years of continuous employment, the vacation entitlement is 24 working days per year. Paid vacation time is earned and credited monthly at a rate of 2.00 days per month. (24/2)
3. After 18 completed years of continuous employment, the vacation entitlement is 27 working days per year. Paid vacation time is earned and credited monthly at a rate of 2.25 days per month. (27/12)

No vacation time will be earned and credited if a staff member is off for more than 60 consecutive working days for illness, injury or leave.

The Employer will give every consideration to the employee's preference concerning the timing of vacations, but the Employer reserves the right to make the final decision as to the scheduling of vacations.

Employees shall be permitted to carry a vacation balance a maximum of 2 times their annual entitlement at any time. Exemptions may be granted if approved by the supervisor and the Principal (or the Principal alone when the Principal is the supervisor). Employees may also carry a negative balance of no more than 5 days or the equivalent if part time.