

# Annual Vacation

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## Policy

Permanent full-time employees will be eligible for annual vacation with pay as follows:

- Non-managerial employees shall have 15 days' vacation after one year; 20 days after 5 years of employment; and 25 days after 10 years of employment.
- Managerial employees shall have 20 days' vacation after one year, and 25 days after 5 years of employment.

## Guidelines

The Chief Executive Officer or designate must authorize all vacation periods.

Employees are may take earned vacation when requested unless a conflict exists. The Chief Executive Officer has the sole discretion to determine how a conflict is handled.

Earned vacation can be taken at any time subject to the approval of the employee's immediate supervisor. Vacation should be taken within 12 months of being earned. However, up to 5 days of vacation time may be carried over into the following year with the written approval of the Chief Executive Officer or designate.

Vacation credit will not accrue to employees during any period of a leave when the total length of the absence from work exceeds fifteen (15) consecutive working days. This includes absence while on an unpaid leave of absence, WCB or Short- or Long-Term Disability.

Job-protected leaves and vacations:

Time spent on job-protected leave counts towards length of employment and is used to determine number of weeks for annual vacation.

Salaried part-time employees shall be entitled to a pro-rated vacation based on the percentage of full-time hours worked.

Hourly or daily-paid employees shall receive a percentage of their pay in lieu of vacation every pay period, in accordance with Alberta Employment Standards.

An employee may be granted an advance of earned vacation up to a maximum of ten days at the discretion of the Chief Executive Officer. An employee who has taken an unearned vacation and terminates before the vacation is earned will have the unearned portion deducted from their final pay cheque.

The policy does not apply to the Chief Executive Officer, whose annual vacation is negotiated directly with the Board.