

Vacations

Category	Human Resources		
Subject	Vacations		
Adopted	December, 2015	Revised	February 2021

Policy Statement

Vacation is an important component of working. Taking a good amount of time away from the stresses of work can give employees the break needed to be able to return to work refreshed and energized. It is for that reason that Anglophone South School District strongly encourages employees to utilize their yearly vacation entitlement.

Procedures

The following guidelines apply to all employee groups who work twelve (12) months per year.

1. Employees covered by the NBTA Collective Agreement are not covered by this guideline.
2. Employees will be encouraged to utilize all vacation time entitled to them in a given year. This is seen as an important part of maintaining a healthy work/life balance.
3. Bargaining employees will not be permitted to borrow beyond 5 vacation days at any point in time, unless there are extenuating circumstances.
4. Non-Bargaining employees will not be permitted to utilize vacation time in excess of 5 days beyond what they are projected to earn by working the entire vacation year.
5. Vacation Carry Over
 - a) For tracking purposes, any employee wishing to carry over unused vacation into the following vacation year, must be approved by their supervisor. This will be signed as approved through the "Vacation Balance Spreadsheet" (Appendix A)
 - b) Any employee wishing to carry over unused vacation into the following year, greater than one year of their entitlement, must have the written authorization of the Superintendent. This will be signed as approved through the "Vacation Balance Spreadsheet" (Appendix A)
6. Purchase of Additional Vacation Time:
 - a) If an employee wishes to purchase vacation time, they make the request in writing to their supervisor.
 - b) Once approved, these days must be requested through Aesop as a "vacation".

Vacations

- c) The maximum number of vacation days which may be purchased in one year is ten days, unless there are extenuating circumstances, based on supervisor's approval.
 - d) This amount will be deducted evenly from each pay remaining in the calendar year of the request.
7. Every effort will be made to avoid a monetary payout of unused vacation entitlement.
8. Upon termination, employees will be responsible to provide payment for any advanced vacation time. Where possible, this amount will be collected from an employee's final pay.
9. In May of each year, an annual report "Vacation Balance Spreadsheet" containing vacation usage and entitlement for all individuals will be generated by Human Resources and will be provided to each Manager/Director, who will in turn review the report with the employee. Reports may also be generated upon request. These reports are to be signed by the employee and Manager/Director, forwarded to Human Resources and placed in the employees' file. This report may need to be signed by the Superintendent if the employee is carrying over unused vacation in an amount greater than one year of entitlement.

Reference

- Collective Agreements or Management and Non-Union Policies, Part II

Appendices

APPENDIX A

Name:

Supervisor:

Bargaining Group:

Continuous Service Date:

Entitlement per Year:

Entitlement per Month:

Next Vacation Increase Date:

Days Carried Over: 0

Days Purchased:

Month	Vac. Earned in Year	Vac. Used in year	Projected Vac. Balance
January	0.000		0.00
February	0.000		0.00
March	0.000		0.00
April	0.000		0.00
May	0.000		0.00
June	0.000		0.00
July	0.000		0.00
August	0.000		0.00
September	0.000		0.00
October	0.000		0.00
November	0.000		0.00
December	0.000		0.00
Total		0.0	0.00

EMPLOYEE SIGNATURE

DATE

* Employees must have Supervisor approval to carry over unused vacation into the following vacation year:

SUPERVISOR SIGNATURE

DATE

** Employees must have Superintendent approval to carry over greater than one year of unused vacation into the following vacation year.

SUPERINTENDENT SIGNATURE

DATE