



VACATION – SUPPORT STAFF

Frontier School Division provides employees with vacation leave beyond that which is required by *The Employment Standards Code*.

Support staff are eligible for vacation subject to the regulations set by the Division.

Information: [*The Employment Standards Code*](#)

Adopted September 1, 2009		
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VACATION – SUPPORT STAFF

The following regulations outline how vacation is earned and how leave may be taken.

1. Vacation Year

Vacation is earned during the period July 1st to the following June 30th.

2. Vacation Earned

Employees will earn vacation, effective from the date of hire, as follows:

a. Full-time, permanent employees

- i. After one complete year of service and yearly thereafter, an employee is entitled to fifteen (15) working days vacation per year, or one and one-quarter (1.25) days per month of service.
- ii. After two (2) complete years of service an employee is entitled to twenty (20) working days vacation per year, or one and two-thirds (1.67) days per month of service.
- iii. After nine (9) complete years of service an employee is entitled to twenty-five (25) working days vacation per year, or two and one-twelfth (2.08) days per month of service.
- iv. After nineteen (19) complete years of service an employee is entitled to thirty (30) working days vacation per year, or two and one-half (2.5) days per month of service.

b. Part-time and term employees

Part-time and term employees earn vacation as shown above, pro-rated according to the amount of time worked.

c. Hourly paid employees

Hourly paid employees, excluding casual, shall be paid vacation each pay period as follows:

- i. Upon completion of an employee's first year of continuous service, six percent of their gross wages as vacation pay;
- ii. Upon completion of an employee's second year of continuous service, eight percent of their gross wages as vacation pay;
- iii. Upon completion of an employee's ninth year of continuous service, ten percent of their gross wages as vacation pay;

- iv. Upon completion of an employee’s nineteenth year of continuous service, twelve percent of their gross wages as vacation pay.
- d. Vacation leave credits do not accumulate during an unpaid leave of absence.

3. Vacation Requests/Requirements

Vacation requests and requirements follow.

- a. Vacation requests must be submitted to the Principal/supervisor by May 31st of each year.
- b. In the event that several vacation requests are received for the same time period, vacation leave will be approved on a rotational basis, regardless of seniority of employment.
- c. Requests for vacation time will be granted dependent upon the operational requirements of the school/building/department.
- d. An employee may request vacation carry-over up to a maximum of five (5) days. Applications must be submitted to the Principal/supervisor and, subject to the recommendation of the Area Superintendent, be approved by the Chief Superintendent. In no case will vacation carry-over be allowed for more than one consecutive year.
- e. Due to operational requirements, the Chief Superintendent may authorize that some or all of an employee’s vacation entitlement may be carried forward to the next vacation year. In no case will a vacation carryover be authorized for more than one consecutive year.
- f. The Division shall not require an employee who is entitled to an annual vacation to take less than one week at a time.
- g. As per *The Employment Standards Code*, where Frontier School Division customarily shuts down for an extended period each year, the Division may require employees to take their annual vacations during that period.
- h. Where an employee is required to be hospitalized during the scheduled vacation, the Division shall approve the use of sick leave for three or more days the hospitalized days when medical certification is provided. (See Policy E.3.M, Sick Leave – Support Staff.)

Information: [The Employment Standards Code](#)

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