

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 445</b>
	<b>Guidelines for Non-Instructional Staff Who Accrue Vacation</b>
Page 1 of 2	APPROVED: September 2013 AMENDED/REVIEWED: March 2015, November 2016, June 2019, September 2019
LEGAL REFERENCE:	Government of Alberta Employment Standards Code

**Background**

The Grande Prairie Public School Division understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Vacation entitlements are meant to reward employees for work they have actually performed over time, and employees are not entitled to take vacation time before it has been earned. The purpose of this procedure is to explain the standards, guidelines, and procedures for paid time for all non-instructional employees who accrue vacation.

**Procedures**

1. All employees are expected to use their allotted vacation time in full every year. Vacations must be taken sometime in the 12 months after the employee becomes entitled to the vacation. All holidays are to be taken during the contract year in which the anniversary date occurs and may be taken upon mutual agreement between the supervisor and employee after consideration of the Division needs as outlined in the Collective Agreement between the Board of Trustees and the Grande Prairie Public School Division Employees' Association.
2. For vacation purposes, the reference year spans Grande Prairie Public School Division's fiscal year, running from September 1st to August 31st. Vacation days earned by an employee during a reference year will be granted to the employee once earned and will normally not be authorized prior to accrual.
3. If an exception is made to authorize paid vacation prior to such time being earned and the employee leaves the Division for any reason before such time, the employee is responsible for reimbursing the Division.
4. Paid vacation time granted to an employee must be used in its totality within twelve (12) months after the end of the reference year in which it is earned. Grande Prairie Public School Division reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
5. In the spirit of fair and equitable treatment, new employees allotted vacation time will be pro-rated from their start date.
6. Up to ten (10) vacation days may be authorized to be rolled over into the following year dependent on written approval from the employee's supervisor. Requests for vacation rollover will be addressed on a case-by-case basis.
7. Vacation scheduling is the responsibility of department managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department.

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8. Any conflict in vacation requests between employees will be decided based on employee seniority, Division needs, and the good judgment of the supervisor/manager.
9. If a statutory holiday or a Division recognized holiday occurs during an employee's vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).
10. If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable labour laws.
11. Employees are not entitled to accrued vacation during leaves of absence or suspension from the Division.
12. Illnesses that occur during a vacation period will not be counted towards sick leave entitlement.
13. Vacation hours continue to accrue while an employee is away due to illness or injury and paid maternity and/or parental leave only. Vacation hours do not accrue while an employee is on disability or other unpaid leaves of absence.

### **Acknowledgement and Agreement**

I acknowledge that I have read and understand the Guidelines for Non-Instructional Staff Who Accrue Vacation. I agree to adhere to this procedure and will ensure that employees working under my direction adhere to this procedure.

Name: (Please print)	
Signature:	
Date:	
Witness:	