



POLICY:

REGULATION: GDBE - SUPPORT STAFF VACATIONS AND HOLIDAYS

EXHIBIT:

The vacation year begins July 1st of one year and ends on June 30th of the next year.

Vacation credits are earned in accordance with the employee's collective agreement, conditions of employment or contract.

Vacation credits are normally used in the year following that in which they were earned. Those in receipt of vacation pay (in lieu of time off) will be paid per the pay schedule prescribed in their respective collective agreement, conditions of employment or contract.

Supervisors may advance earned vacation credits to allow an employee to use them in the same year they are earned.

An employee must take their vacation at a time mutually agreed on with their supervisor. Operational considerations will take precedence.

During each vacation year, an employee may, upon written request and approval of the Superintendent, carry-over a portion of their outstanding vacation credits

If an employee is hospitalized during their scheduled vacation, Seine River School Division, upon receiving proof, allows vacation days used for hospitalization and subsequent convalescence to be charged to sick leave credits and the employee may use those vacation credits at a time suitable to Seine River School Division.

Where an employee's vacation is interrupted due to a death as prescribed under Compassionate Leave in their respective collective agreement, conditions of employment, or contract, up to 3 days leave of absence with pay for compassionate leave may be approved by the Superintendent.

APPROVED:

REVISED: November 25, 2003

SOURCE:

OTHER REFERENCE:

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