

Administrative Procedure 424 VACATION LEAVE

East Central Alberta Catholic Schools expects employees to take their vacation in a timely manner annually. The vacation period is prescribed in the collective agreements or in senior administrative contracts.

Procedures

1. Employees are eligible for vacation after one complete year of employment. For purposes of calculation, the employee's anniversary date will be used to determine vacation leave. In the case of resignation, dismissal or layoff, the amount will be pro-rated.
2. The District requires that annual vacation be taken within the year. Work plans are designed to accommodate annual vacation plans. Permission to take vacation shall not normally be withheld unless the jurisdiction has prior commitments that require the staff member to work.
3. Support staff who become sick during their vacation may, with a doctor's certificate, utilize sick leave rather than vacation credits, but are expected to use accumulated vacation within the year earned.
4. No vacation time shall be carried from one vacation year to the next vacation year, unless agreed upon by the Superintendent. The annual vacation year shall be September 1 of the following August 31. Unused vacation is to be paid out at year-end.
5. Employees requiring a substitute during their vacation leave are required to take their vacation during normal school breaks or periods where no substitute would be required unless otherwise authorized by the Superintendent.
6. The Payroll Clerk is responsible for keeping accurate records of vacation accrual for all employees.

Reviewed/Revised: March 2014