

Number:	<i>To be determined</i>
Topic:	Vacations-Non-Teaching Employees
Effective:	November 2009
Cross-Reference:	Collective Agreements; Terms and Conditions of Employment; Employment Standards Act
Review/Revision Date:	November 2013
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

The Halton District School Board understands the importance of adequate periods of rest and recreation for employees are important and that vacation periods add to employee health and well being.

PROCEDURES:

1. Vacation is to be taken in the vacation year in which the entitlement is granted. Vacation accrual rates, vacation pay and the vacation year for each employee will be in accordance with the relevant Collective Agreement, Terms and Conditions of Employment or the Employment Standards Act.
2. Vacation cannot be used in advance of being granted to an employee. Unpaid leave in accordance with the terms of the employee's employment contract may be requested where there is no entitlement to vacation.
3. Employees are expected to take their full vacation entitlement in the vacation year in which it was granted. Where permitted by the employee's collective agreement or terms of employment, carryovers to a maximum of five (5) days may be requested if vacation cannot be used within the vacation year. Such carryovers are subject to support by the employee's supervisor/Human Resources and will be reported to Human Resources annually. Vacation carryovers will be used before any current year entitlement can be accessed.
4. Vacation payouts will not be permitted, except on written request to the Executive Officer of Human Resources, supported by the Supervisory Officer responsible for the employee.
5. Vacation will normally be taken in minimum blocks of one (1) day, unless otherwise approved by the employee's supervisor. All vacation must be reported to the Board's electronic attendance reporting system (HARRI) as Code 7-Vacation.
6. All Supervisory Officers/Managers/Supervisors will maintain a schedule of vacation for their department/area of responsibility for each vacation year no later than November 30th. Each employee will supply a tentative schedule for their vacation to their supervisor that indicates their planned vacation dates. It is highly recommended that employees tentatively schedule their full vacation entitlement. Changes to an employee's tentative vacation schedule can be made in consultation and with the approval of their supervisor.

7. Vacations will be scheduled to maintain the effective delivery of service and school/departmental operations. The Halton District School Board reserves the right to block out periods where vacation cannot be scheduled or to schedule an employee's vacation to maintain service levels.
8. Every effort will be made by an employee to use all outstanding vacation prior to resignation or retirement from the Board. Where this is not possible and with approval of the employee's supervisor, any outstanding vacation entitlements will be paid out as of the employee's resignation or retirement date.
9. Vacation entitlements are determined by the Human Resources Department in accordance with the relevant Collective Agreement, Terms and Conditions of Employment or the Employment Standards Act. Any questions regarding vacation entitlements for employees will be referred to the Human Resources Department.