

ROLLING RIVER SCHOOL DIVISION POLICY

Non-Union Employees Vacation

GBDE/P

The Division will pay ten month employee's vacation earnings on each pay cheque as specified in the Employment Standards Act.

The Board approves paid vacation leave for twelve month non-union support staff as follows:

1. The vacation year will be July 1 to June 30 each year.
2. Annual earned vacation entitlement effective July 1 of each year will be based on the amount of paid work time in the prior year.
3. Employees with less than one complete year of service will earn 1.25 days vacation for each full month of paid work in the prior year.
4. Employees with more than one year service will earn paid vacation for each complete work year as follows:
 - a. Commencing from the year in which one (1) calendar year of service is completed, employees will earn vacation day credits at the rate of a maximum of fifteen (15) days (1.25 days for each month worked) to be taken in the vacation year in which two(2) calendar years of service are completed and yearly thereafter,
 - b. Commencing from the year in which eight (8) calendar year of service is completed, employees will earn vacation day credits at the rate of a maximum of twenty (20) days, (1.66 days for each month worked), to be taken in the vacation year in which nine (9) calendar years of service are completed and yearly thereafter,
 - c. Commencing from the year in which sixteen (16) calendar year of service is completed, employees will earn vacation day credits at the rate of a maximum of twenty-five (25) days, (2.08 days for each month worked), to be taken in the vacation year in which seventeen (17) calendar years of service are completed and yearly thereafter,
 - d. Employees will receive an additional five (5) days of vacation in their 25th year of employment with the Division. These additional days are to be taken in the 25th year.
5. Vacation entitlement will be pro-rated for an employee who does not work the complete prior year. An employee's earned vacation leave will be based on actual paid work time in the prior year including time on a paid leave of absence but excluding time on an unpaid leave of absence and leave compensated by a Supplementary Unemployment Benefits plan.
6. Part-time employees will earn vacation entitlement on a pro-rated basis equivalent to their work assignment in the prior year.
7. Vacation entitlements for all twelve month employees must be taken in the year immediately following the year in which the entitlement is earned.

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8. Five days vacation may be carried over from one vacation year to the next with the approval of the employee's immediate supervisor. Any extension over five days must receive Board approval and will only be granted under extenuating circumstances.
9. Earned accumulated vacation entitlement will be paid out on termination of employment.

Index Regulation

Date Adopted: October 16, 1997

Date Revised: May 20, 2004

Date Reaffirmed: October 24, 2007

Date Revised: May 27, 2009

Date Revised: January 12, 2011

ROLLING RIVER SCHOOL DIVISION REGULATION

Non-Union Employees Vacation	GBDE/R
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Rolling River School Division Vacation Leave Request

Name: _____

Work Location: _____

Vacation Year: July _____ to June _____

Current Year Vac. Accum.: _____

Previous Year Carry Over : _____

Total Vacation Entitlement: _____

VACATION PLAN			VACATION PLAN		
Start Date	End Date	# of Working Days	Start Date	End Date	# of Working Days

Comments: _____

Date: _____ Supervisor Signature /Approval _____

Procedure

STEP 1: Submitting a Vacation Plan.

- The employee will record and forward the vacation plan to their immediate supervisor by June 1 each year on the Rolling River School Division Vacation Plan Request form.
- The Supervisor will indicate their approval of the plan by dating and signing the form in the appropriate space.
- The Supervisor will return a copy of the form to the employee and forward the original of the form to Payroll.

STEP 2: Reporting and Recording Vacation Leave.

- Division Office, Maintenance and Transportation staff:** Prior to taking vacation leave, the employee will report the actual dates to be taken to the Division Office Receptionist / Administrative Assistant who will report vacation taken to Payroll on the Division Office Leave Report form.
- Custodians /Cleaner:** Any changes to the vacation Leave Plan will be reported to the Maintenance Supervisor who will report the change in writing directly to Payroll.
- Payroll will maintain a record of vacation approved and taken and a balance of vacation remaining.