



Annual Vacations

Background

These guidelines provide key information on vacation and vacation administration.

Guidelines

Vacations for school-based employees eligible for the school summer break, and for those employees whose vacation provisions are detailed in their employment contracts, will be as per the terms and conditions of their employment contract.

Vacations for Central Office staff, maintenance staff, and custodians and those employees not eligible for the school summer break are as follows:

- a. Less than one (1) year of permanent, continuous service- no vacation entitlement
- b. Upon attainment of one (1) to four (4) years of permanent, continuous service - three (3) weeks vacation.
- c. Upon attainment of five (5) years of permanent, continuous service- four (4) weeks vacation.
- d. Upon attainment of ten (10) years of permanent, continuous service- five (5) weeks vacation.
- e. Upon attainment of twenty (20) years of permanent, continuous service- six (6) weeks vacation.

Vacation may not be observed unless advance approval has been obtained.

In the interest of the fair allocation of vacation requests that fall within prime vacation periods, KTCEA may not be able to grant all the vacation time requested by an employee. The organization will attempt to equitably balance vacation distribution, and requests cooperation and flexibility by employees in establishing schedules that consider the needs of their co-workers.

These guidelines apply to all eligible KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual supervisors. When a supervisor needs assistance in interpreting the guidelines, direction will be provided by their Associate Superintendent, in consultation with other KTCEA leadership, as appropriate.

#	Procedure	Roles & Responsibilities
1.	<p>Vacation Request Forms are to be submitted on or before March 15 each year to the employee's supervisor using the Annual Vacation Request Form. Recognizing that some employees may not be able to, or may not wish to, identify their preferred dates for their full vacation entitlement by the March 15 deadline, they may elect to defer their request. Those who defer should understand the dates applied for in the future may not be available based on the already approved vacation requests of other employees, existing KTCEA schedules/workloads, or other factors that impact delivery of key services</p>	Employees
2.	<p>Vacation requests will be reviewed by Supervisors and Associate Superintendents by April 15. Vacation approval will be based on KTCEA schedules/workloads critical to the delivery of key services.</p> <p>If a vacation request cannot be accommodated, the employee's supervisor will meet with the employee to identify alternate dates</p> <p>If an employee does not schedule vacation their supervisor will meet with them to encourage them to identify vacation dates. If the employee still does not schedule vacation, KTCEA reserves the right to schedule vacation on the employee's behalf and the employee will be placed on vacation for those dates</p> <p>If an employee takes vacation they have not yet earned, their vacation entitlement in the following vacation year will be reduced by that number of days</p> <p>Vacation carryover is not encouraged, however in special circumstances, subject to the prior authorization of the Superintendent, Central Office employees may carry over a maximum one (1) year's entitlement, subject to those days being observed no later than six (6) months following the employee's eligibility date</p>	Supervisors/ Associate Superintendents
2.	<p>Upon an employee's termination their earned but unused vacation will be paid out based on the employee's vacation entitlement level</p> <p>Supporting employees and supervisors in the interpretation of these guidelines</p>	Human Resources/Payroll

References:

- Alberta Employment Standards Code
- KTCEA Policy 3 Respectful, Caring and Safe Schools and Workplaces
- KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April 1 annually.