



4050: VACATIONS/BANKED OVERTIME (AP)

Approved: 87 10 06

Amended: 24 10 08

ADMINISTRATIVE PROCEDURES

CUPE EMPLOYEES

1.0 CALCULATION OF VACATION TIME

- 1.1 The calculation of vacation time shall be in accordance with the Article headed Vacations of the current Board/CUPE Collective Agreement.
- 1.2 The interpretation of the Collective Agreement is guided by the following statement:

“Employees gain annual vacation allowance as of December 31 of the current calendar year, however, employees receive the increase in vacation allowance as of December 31 of the past calendar year.”
- 1.3 Two examples of the interpretation of the Collective Agreement are attached in Appendix I

2.0 USE OF VACATION TIME

- 2.1 New employees will normally be entitled to take vacation after six months of employment.
- 2.2 As vacation entitlement is prorated in the initial calendar year of employment, vacation entitlement is also prorated in the final calendar year of employment. Final pay will be adjusted accordingly.

3.0 REQUEST FOR LEAVE FORM

- 3.1 An employee must complete a Leave of Absence form prior to commencing vacation.
- 3.2 Where an employee is requesting vacation pay in advance of the actual vacation time, the “Request for Leave” form should be completed at least two weeks prior to commencing vacation.

4.0 VACATION CARRY FORWARD

- 4.1 An employee may carry up to ten days’ vacation time forward to the following year provided that:

- 4.1.1 a written letter of request, including specific reasons, is submitted to the Secretary-Treasurer by September 30;
- 4.1.2 a similar request has not been received in the preceding five-year period;
- 4.1.3 the request is approved by Secretary-Treasurer.
- 4.1.4 Carried forward vacations should normally be taken by March 31 of the following year.

5.0 BANKED OVERTIME

- 5.1 An employee may carry forward up to three days “banked overtime” earned in the October to December period to the following year provided that a written request is received by the Secretary-Treasurer by December 15.

EXCLUDED EMPLOYEES (not including Principals and Vice Principals)

1.0 CALCULATION OF VACATION TIME

Vacation time is allocated from January 1 to December 31 of each year. The amount of vacation time is allocated per the individual employees personal contract. Vacation time shall be prorated for those employees starting after January 31st or resigning before December 31st.

2.0 USE OF VACATION TIME

Vacation time should usually be exhausted by the end of the winter break. However, the Superintendent or Secretary Treasurer may allow a carry over upon request. Carry overs shall be subject to each employees personal contract.

3.0 VACATION APPROVAL

Vacation times shall be approved by the employees direct supervisor and shall be subject to operational need.

RESOURCES AND REFERENCES

Pacific Rim School District Policy XXX

4050: APPENDIX I - VACATIONS/BANKED OVERTIME CUPE EXAMPLE (AP)

Example 1

Hire date September 1, 1980

Calendar year ending December 31	Vacation Entitlement (allowed to take)
1998 prorated	3*
1981	10
1982	10
1983	15
1984	15
1985	15
1986	15
1987	15
1988	20

Example 2

Hire date February 15, 1977

Calendar year ending December 31	Vacation Entitlement (allowed to take)
1977 prorated	8*
1978	10
1979	10
1980	15
1981	15
1982	15
1983	15
1984	15
1985	20
1986	20
1987	20

next increment – 25 days in 1993

*receive 4% of gross pay or take the vacation days after 6 months of employment or carry forward the days to the next year.