



Reference Number: ORG.1510.PL.001	Program Area: Human Resources
Issuing Authority/Source: Human Resources	Policy Section: General
Issue Date: October 10 2014	Subject: Vacation Leave – Management and Non Union Employees
Review Date:	
Revision Date:	

**SUBJECT:**

Vacation Leave – Management and Non Union Employees

**BOARD POLICY REFERENCE:**

Executive Limitation 3: Treatment of Staff

Executive Limitation 8: Compensation and Benefits

**POLICY:**

Southern Health-Santé Sud recognizes the need for staff to take annual vacations to provide needed personal time away from the workplace and to comply with provincial legislation. Also recognized is the need for an established method of earning and scheduling vacation time throughout all operations and departments in the region.

**Areas Affected**

This policy and procedure applies in full to all full-time, part-time and casual non-union and management employees. Unionized Employees: Reference should be made to applicable collective agreement.

**PROCEDURE:**

**1. Vacation**

**1.1 Vacation Accrual – Full Time Employees**

Full time employees will accrue vacation credits for regular hours worked during each vacation year, which is defined as from May 1<sup>st</sup> to April 30<sup>th</sup> of the following year. These vacation accrual credits increase with service, as outlined in Section 1.5 below. Employees who begin employment after May 1<sup>st</sup> will have their vacation accrual credits prorated.

Employees will accrue vacation credits at the rate of their basic rate and regular hours normally worked during paid leaves of absence, including paid sick leave, 1 year of worker's compensation leave for the same disability, but excluding long-term disability leave. Employees will also accrue vacation credits for the first four (4) weeks of an approved unpaid leave of absence.

**1.2 Vacation Accrual – Part-time and Casual Employees**

Part-time employees will accrue vacation credits on a prorated basis based on their regular hours of work. Casual employees will receive vacation pay at the rate of six (6) % of their basic rate for all hours worked, in addition to their wages, in the same pay period for which they receive these wages.

**1.3 Earned Vacation**

Accrued vacation credits become earned and available vacation on May 1<sup>st</sup> of each year employed unless specified otherwise in a letter of offer, and employees are expected to schedule and take that earned vacation during the following vacation year, prior to April 30<sup>th</sup>. New employees are able to take up to one week of accrued vacation in their first year of employment, but not until having completed six (6) months of employment unless mutually agreed to by the employee and management. This will be deducted from their earned vacation entitlement the following May 1<sup>st</sup>.

#### 1.4 Interruptions to Vacation

Statutory holidays occurring during an employee's paid vacation period will be paid as a statutory holiday and will not be charged against the employee's earned vacation entitlement. Employees called into work during a vacation period will have a full day of vacation recredited and available to be rescheduled for every full or partial day of interrupted vacation. Employees who have their vacation interrupted due to hospitalization will be granted the recrediting and rescheduling of the interrupted portion of the vacation.

#### 1.5 Rate of Vacation Accrual

Annual vacations shall accrue at the rate of, unless specified otherwise in a letter of offer:

- a) 15 working days per year commencing in the 1<sup>st</sup> year of employment
- b) 20 working days per year commencing in the 4<sup>th</sup> year of employment
- c) 25 working days per year commencing in the 11<sup>th</sup> year of employment
- d) 30 working days per year commencing in the 21<sup>st</sup> year of employment

Vacation negotiated waiving of service years for entitlement will be required to complete the above scheduled years of service before becoming eligible for additional vacation increments.

In recognition of length of service, each full-time employee shall receive one additional week of vacation (5 days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (5<sup>th</sup> i.e., 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, etc) anniversary of employment. The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Part-time employees shall be entitled to a pro-rata portion of this benefit.

#### 1.6 Rate of Vacation Pay Out on Termination of Employment

Pay out vacation amounts will be calculated at the rate of:

- a) 15 days per year – 6% of basic pay
- b) 20 days per year – 8% of basic pay
- c) 25 days per year – 10% of basic pay
- d) 30 days per year – 12% of basic pay

## 2. Scheduling of Vacation

A list comprised of each non-union employee's name and anticipated earned vacation entitlement as of May 1<sup>st</sup> of each year will be prepared by payroll and forwarded to all applicable employees and their supervisors by March 1<sup>st</sup> of that year. Employees are expected to submit the appropriate approval form completed with their vacation scheduling requests to their supervisor by April 1<sup>st</sup> of that year. Where employees do not submit their requests by April 1<sup>st</sup>, their requests will be subject to approval on a first come first serve basis after the prior approvals are communicated on May 15<sup>th</sup>.

A list comprised of each non-union employee's name with vacation bank remaining as of January 15<sup>th</sup> of each year will be distributed to the respective Managers by Human Resources. Managers will be asked to ensure remaining vacation is scheduled prior to April 30<sup>th</sup>.

There should be no carry-over of vacation, unless there is prior approval from management. If vacation carry over is approved a plan to ensure these days are taken in the first two months of the fiscal year will be submitted along with the dates for the earned vacation for that fiscal year, so as to avoid a perpetual carryover of earned vacation.

**REFERENCES:**

Prairie Mountain Health  
Winnipeg Regional Health Authority