



## CARRY-OVER OF VACATION BY SUPPORT STAFF

Responsibility: *Superintendent, Human Resource Services  
Senior Manager, Human Resource Services*

Legal References: *ESA, Employment Standards Act*

Related References:

Revisions:

Reviewed: *January 2016*

### 1. Preamble

- 1.1 The following procedure provides guidelines and expectations regarding the carry-over of vacation credits into the next calendar year by support staff.

### 2. Procedures

- 2.1 Support staff who are entitled to vacation under the respective Agreements with the Board, should take such vacations during the current calendar year. It is necessary, and most appropriate, that support staff take vacation time to rejuvenate and return refreshed to the work place. However, there are occasions when staff has reason(s) to carry over vacation time into the next calendar year.
- 2.2 In order to ensure consistency in the carry-over of vacation credits, the following procedure is to be used:
- 2.2.1 It is expected that vacation credits will be used during the current calendar year.
- 2.2.2 With the approval of the employee's immediate Supervisor (Principal, Manager, Coordinator or Superintendent), a member of staff may carry over up to two weeks of vacation entitlement. The employee's immediate Supervisor must forward authorization/email to Human Resources by December 24.
- 2.2.3 Under extenuating circumstances and on the recommendation of the Supervisor, the Superintendent of the applicable area may authorize a vacation carry-over of more than two weeks.
- 2.2.4 Extenuating circumstances include situations where a planned vacation could not be taken because the employee was required by the supervisor to remain on the job or where extended illness prevented an employee from taking vacation. In these circumstances, the employee's immediate Supervisor will submit the employee's request to the Superintendent of the applicable area.