



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GBDE – NON-UNION EMPLOYEES VACATION

TWELVE MONTH EMPLOYEES

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.
Annual earned vacation entitlement effective July 1 of each year will be based on the amount of paid work time in the prior year.
2. An employee's annual vacation entitlement shall be calculated based on the number of years of service according to paid work as of June 30th of each year. All service calculations of a portion of a month will be rounded up to the next full month of service for service calculation purposes.
3. An employee with less than one (1) year of service as of June 30th, according to paid work in the preceding year, shall receive annual earned vacation on the basis of 1.25 days of vacation for each full month or portion thereof of paid work in the prior year.
4. Employees with one (1) or more years of service as of June 30th, based on paid work in the preceding year, shall be eligible for a paid vacation as follows:
 - a) Fifteen (15) working days after one (1) year of continuous service
 - b) Twenty (20) working days after eight (8) years of continuous service
 - c) Twenty-five (25) working days after sixteen (16) years of continuous service
 - d) Thirty working days after twenty-five (25) years of continuous service
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. Ten days of vacation may be carried over from one vacation year to the next with the approval of the employee's immediate supervisor. Any extension over ten days must receive Board approval and will only be granted under extenuating circumstances.
8. Earned accumulated vacation entitlement will be paid out on termination of employment.

TEN MONTH EMPLOYEES

The Division will pay ten-month non-unionized support staff vacation earnings on each pay cheque consistent with vacation leave rates for 12-month employees, as follow:

1. An employee's vacation pay shall be calculated based on the number of years of continuous service according to paid work as of the June 30th of the preceding school year. All service calculations of a portion of a month will be rounded up to the next full month of service for service calculation purposes.

As of June 30:

- less than 1 year of service is completed - 4% vacation pay for the following year
- 1 or more years of continuous service is completed - 6% vacation pay for the following year
- 8 or more years of continuous service is completed - 8% vacation pay for the following year
- 16 or more years of continuous service is completed - 10% vacation pay for the following year
- 25 or more years of continuous service is completed - 12% vacation pay for the following year

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

Date Revised: July 1, 2015

Date Revised: July 1, 2016

Date Revised: October 17, 2018

Date Revised: May 11, 2022



Rolling River School Division

VACATION PLAN REQUEST

Twelve Month Division Office Staff For the Vacation Year: July to June

Name: _____

Work Location: _____

20 /20 Summary

20 /20 Summary

Vacation Remaining at May 1, 20__ : _____ day(s)

20 __ / __ Year Entitlement: _____ day(s)

Anticipated 20 __ / __ Carry Over (Max 10 day): _____ day(s)

Anticipated

20 __ / __ Carry Over: _____ day(s)

Days to be taken prior to July 1, 20__ _____ day(s)

Total Vacation Entitlement: _____ day(s)

Ten vacation days may be carried over from one vacation year to the next with the approval of the employee's immediate supervisor. Any extension over ten days must receive Board approval and will only be granted under extenuating circumstances.

20XX/20XX VACATION PLAN			20XX/20XX 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 complete and forward the Vacation Plan Request form to their immediate supervisor by June 1.
- The Supervisor will indicate their approval of the plan by dating and signing the form.
- The Supervisor will forward the original form to the Accounts/Payroll Assistant. The Account/Payroll Assistant will return a copy of the form to the employee.

STEP 2: Reporting and Recording Vacation Leave

- Employees will request actual days taken as vacation leave through the Atrieve Absence Entry program. Employees must submit the request for vacation leave in Atrieve before they take vacation leave. Supervisors are required to approve vacation requests through the Task Manager in Atrieve.