



TITLE: VACATION LEAVE

EFFECTIVE DATE: September 17, 2001

REVISED DATE: March, 2005

PRACTICE:

The College recognizes the need for rest and recreation on the part of its employees and encourages each employee to use their entire annual vacation entitlement. The standard practice of the College will be to minimize vacation carryover and vacation pay out. The College encourages each employee to use his/her entire annual vacation entitlement. An employee may carryover a maximum of 10 vacation days, with the approval of the supervisor; excessive carryover days should be managed within the following fiscal year. The College does not pay out vacation for active employees.

PROCEDURE:

1. Vacation entitlement is earned from the first day of employment in an eligible position and in accordance with the provisions of Collective Agreements, Terms and Conditions, or employment contracts. Pro-ration will occur for employees working less than a full year or less than a full workload.
2. Earned vacation may be taken at any time with Supervisory approval.
3. Details regarding vacation earned and taken (vacation accrual) are maintained by Administrative units. Administrative units report a staff member's vacation accrual effective June 30 each year.
4. Vacation time shall not accrue during a leave of absence without pay or during long term disability.
5. Where an employee is on a scheduled vacation and requires hospitalization, those days may be restored with Human Resource's approval after consultation with the supervisor.

ACCOUNTABILITY: Vice President of Human Resources

RESPONSIBILITY: Vice President of Human Resources

CONSULTATION FOR REVIEW:

PRACTICE REVIEW DATE: March, 2006

ASSOCIATED STANDARD PRACTICE:

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.