

Administrative Procedure 412

ACCRUED VACATION

Background

All staff members are entitled to annual vacations and these entitlements are intended to provide employees with an annual retreat from their work routine. It is expected that employees will take advantage of the time provided and that vacation entitlements will not be deferred.

Procedures

1. Employees are expected to access their full vacation entitlement annually.
2. Employees may carry a maximum of five (5) unused vacation days into the next school year.
3. In special circumstances, an employee may request permission to carry forward more than five (5) unused vacation days. Prior written authorization must be obtained from the direct supervisor.
4. If applicable, employees must use their banked overtime prior to accessing their vacation entitlement.
5. Employees who do not schedule their vacation may have their direct supervisor prescribe a vacation period, as per the Alberta Employment Standards Code.

Reference: Section 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Act