

Vacation

Policy No. 321

Policy Statement:

Permanent full-time and permanent part-time employees are eligible for paid vacation time-off based upon their length of continuous employment with the Archdiocese.

Definition:

Continuous employment for the purpose of recognizing and accruing levels of vacation entitlement is whereby an employee of the Archdiocese commences employment at another location, which is governed by policies of the Archdiocese, and within a period of six (6) months or less from the date they have last worked at their previous location.

Note: Satisfactory proof of previous employment and vacation entitlement must be provided by an employee to establish continuous employment.

Procedure:

Vacation Entitlements

- a) For employees with one (1) to three (3) years continuous employment, two (2) weeks' vacation with pay
- b) For employees with four (4) to seven (7) years continuous employment, three (3) weeks' vacation with pay
- c) For employees with eight (8) to twelve (12) years continuous employment, four (4) weeks' vacation with pay
- d) For employees with more than twelve (12) years continuous employment, five (5) weeks' vacation with pay
- e) For employees with twenty (20) years of continuous employment, one (1) additional week, as a one-time bonus only, within one year of their 20th anniversary of employment, in addition to the entitlement specified in (d) above

Note: The specified vacation entitlements for permanent full-time employees are prorated for permanent part-time employees. Employees working in a permanent part-time position of eighteen (18) hours or more per week on a regular basis, but less than the normal thirty-five (35) hours per week (permanent full-time) are eligible to take paid vacation time-off. Employees working in permanent part-time position of less than eighteen (18) hours per week shall have their accrued vacation paid out on each payday along with their regular hours of pay.

Scheduling of Vacation

- a) The Archdiocese will try to accommodate employee requests (Appendix 307A Request for Leave Form) for scheduled vacations, but reserves the right to approve and schedule vacation, based upon operational requirements. It is recommended that employees submit in writing, their vacation requests by March 1st of the “vacation year” or some other date as determined by the employer.
- b) For the purpose of calculating annual vacations, the employee’s anniversary date (normally the initial date of commencing employment with the Archdiocese) will be used to determine vacation entitlements.
- c) The “vacation year” will be the period of January 1 to December 31.
- d) Vacation entitlements accrued in the current vacation year should normally be scheduled and taken in the following vacation year.
- e) All or part of vacation entitlement not taken as per (d) above and subsequently carried forward to the next vacation year, requires the approval of the employee’s immediate supervisor or designate. Employees making such requests must provide in writing appropriate rationale and identify when the vacation entitlements will be taken. Approval may be granted for one (1) subsequent vacation year only.
- f) An employee voluntarily leaving the employ of the Archdiocese and having provided the applicable written notice shall have accrued and unused vacation entitlements paid out. In the instance of dismissal, any accrued and unused vacation must be paid on the employee’s final pay cheque.
- g) Vacation pay for temporary/relief employees will be as per Alberta Employment Standards legislation and based upon total hours worked.

Exception:

Vacation entitlements outlined in this policy are to be adhered to when offers of employment are made. Any exceptions where higher level of vacation entitlements (related to continuous employment) is being considered must have prior written approval from the Chancellor. Such exceptions are limited to the entitlement specified in the policy. When such an exception is approved, an employee must still meet the required number of years of continuous employment to move to subsequent higher levels of entitlements. To prevent misunderstandings all exceptions must be clearly documented in employment offer letters/Contracts for Employment.

Refer to Policy:

No. 323 Contract for Employment

Refer to Appendix:

307A Request for Leave Form