



# Administrative Manual

## Policy & Procedure

<b>TITLE:</b>	Vacation	<b>NUMBER:</b>	806.1
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<b>Approved by:</b>	Steve Ashton, VP, People & Organization Development	<b>Approval Date:</b>	February 14, 2019
		<b>Effective Date:</b>	February 15, 2019
<b>Applies To:</b>	IWK Health Centre Non-Union & Management Employees		

### **POLICY STATEMENTS**

Non-union and management employees (hereinafter referred to as “employee(s)”) are entitled to paid vacation in accordance with the Terms and Conditions of Employment, with the exception of casual staff who are entitled to receive vacation pay in lieu of time off.

Employees are required to plan for use of their full annual vacation entitlement prior to the end of the fiscal year (April 1- March 31) in which it is earned, and for communication of this plan to their immediate Manager or delegate.

Vacation entitlements for unionized employees can be referenced within each respective Collective Agreement.

### **GUIDING PRINCIPLES AND VALUES**

The IWK Health Centre (the Employer) is committed to creating and sustaining an inspired and healthy workplace. Paid vacation entitlements are granted to employees to help achieve and maintain a healthy work-life balance.

### **PROCEDURE / GUIDELINES**

Employees accrue vacation in accordance with hours paid. Casual employees receive vacation pay each pay period, included within an allotment of 11% of gross earnings, in lieu of benefits

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and vacation. Paid vacation for full and part-time employees will be earned on the following basis:

**Management:**

- **Less than four years of service**, management employees will accumulate at the rate of up to 5.769 hours per pay equaling four (4) weeks' vacation for each full vacation year worked.
- **At the commencement of the tenth (10<sup>th</sup>) year of service**, management employees will accumulate at the rate of up to 7.212 hours per pay equaling five (5) weeks' vacation for each full vacation year worked.
- **At the commencement of the twenty-fifth (25<sup>th</sup>) year of service**, management employees will accumulate at the rate of up to 8.6175 hours per pay equaling six (6) weeks' vacation for each full vacation year worked.
- The maximum number of weeks of vacation that a management employee can accrue is six weeks. Individuals who accrued seven weeks prior to March 31, 2016 will continue to be entitled to seven weeks of vacation, however, no employee shall accrue seven weeks of vacation after March 31, 2016.

**Non-Union:**

- **Less than four years of service**, non-union employees will accumulate at the rate of up to 4.327 hours per pay equaling three (3) weeks' vacation for each full vacation year worked.
- **At the commencement of the fifth (5<sup>th</sup>) year of service**, non-union employees will accumulate at the rate of up to 5.769 hours per pay equaling four (4) weeks' vacation for each full vacation year worked.
- **At the commencement of the fifteenth (15<sup>th</sup>) year of service**, non-union employees will accumulate at the rate of up to 7.212 hours per pay equaling five (5) weeks' vacation for each full vacation year worked.
- **At the commencement of the twenty-fifth (25<sup>th</sup>) year of service**, non-union employees will accumulate at the rate of up to 8.6175 hours per pay equaling six (6) weeks' vacation for each full vacation year worked.
- The maximum number of weeks of vacation that a non-union employee can accrue is six weeks. Individuals who accrued seven weeks prior to March 31, 2016 will continue to be entitled to seven weeks of vacation, however, no employee shall accrue seven weeks of vacation after March 31, 2016.

**Vacation Scheduling:**

Employees are required to plan for use of their full annual vacation entitlement prior to the end of the fiscal year in which it is earned, and to submit their vacation plan to their immediate Manager or delegate for approval, in accordance with the department's procedure/established deadlines.

In departments that experience closure or slow-down of service, the Employer will provide as much notice as possible to effected employees. Employees will be encouraged to take vacation during service and department closures and times when operations slow down.

Managers may schedule staff for vacation during these times provided at least two weeks' notice is given.

**Illness During Vacation:**

Accumulated sick leave credits may be substituted for hours of scheduled vacation where it can be established by the employee to the satisfaction of the Employer that an illness or accident occurred prior to the commencement of the vacation and that the illness or accident was such that the vacation plans of the employee were interrupted.

**Holidays or Bereavement Within Vacation Period:**

When a recognized holiday or time of bereavement, as outlined in the respective policies, falls within a scheduled vacation period, the interrupted vacation day(s) will be substituted with the appropriate holiday or bereavement time upon approval by the employee's Manager or delegate.

**Transfers/Promotions:**

When an employee is transferred or promoted, vacation banks are transferred with the employee. Where an employee applies for and is successful in obtaining a new position in another unit, the original approved vacation will be reviewed and accommodated, if possible. The employee's vacation usage is then taken from the new cost centre at the time it is taken.

**Vacation Accumulation During Paid Leave:**

Employees will continue to accrue vacation while on paid leaves of absences, such a sick leave with pay.

**Vacation Carry Over:**

Accrued vacation must be used within the fiscal year it was earned. In extenuating circumstances, such as an extended leave of absence or maternity leave, operational requirements, etc., a balance of up to five (5) days may be carried over, with approval from the employee's Manager or delegate, and with an agreed upon timeframe to utilize.

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**Purchased Vacation:**

Permanent full and part-time employees may request to purchase additional vacation above their annual entitlement. Requests for purchased vacation must be approved by the employee's Manager or delegate.

**Vacation Cancellation:**

If an employee's pre-approved vacation is cancelled by the Employer, causing the employee to lose a monetary deposit on vacation accommodations and/or travel, the Employer will

reimburse the employee for the monetary deposit, providing the employee does everything reasonably possible to mitigate the loss, and has notified the Employer that the monetary deposit will be forfeited.

An employee recalled to work from paid vacation leave shall be paid one and a half times (1.5x) his or her regular hourly rate for each hour(s) worked during the entire period of vacation cancelled by the Employer whether the employee was previously scheduled to work the hour(s) or not.

Where an employee has commenced paid vacation and is recalled to work, he or she shall be reimbursed for reasonable expenses that he or she incurs:

- i) in proceeding to their place of duty; and
- ii) in returning to the place from which they were recalled if they immediately resume vacation leave upon completing the assignment for which he or she was required to work.

**Termination of Employment:**

Vacation taken in excess of accrued hours will be recovered by the Employer from an employee's final pay upon termination/resignation. Conversely, accrued vacation bank balances owing to the employee will be paid out on the final pay upon termination/resignation.

An employee who has a minimum of twelve (12) months continuous service, including vacation entitlement, is permitted upon their Manager's or delegate's approval, to end their employment on vacation with pay, if the vacation hours were pre-scheduled prior to the resignation notification.

Should the employee terminate and be re-employed by the Employer within six (6) months of their termination date, full credit will be granted for all prior service with the Employer for the purpose of determining vacation entitlement.

## **REFERENCES**

Collective Agreements

Non-Union and Management Terms and Conditions of Employment

## **RELATED DOCUMENTS**

### **Policies**

Sick Leave Policy #857.1

Holidays Policy #856.2

Bereavement Leave Policy #855.2

Voluntary Separation Policy #903.1

## District Health Authority/IWK Policies Being Replaced

### Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)