



Policy Name: PAYROLL, BENEFITS AND VACATION UNIONIZED EMPLOYEES	Policy Number: 1003
Approved By: Executive Team	Effective Date: SEPTEMBER 1, 1996
Reason for Revision: <i>Click on item below and select item from list.</i> CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##. New format being used	Date Revised: September 27, 2018
Section: Section 10 - Human Resources	Next Date for Review: September 27, 2021
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Policy

The Employee Relations & Support Services Manager will ensure that an up-to-date Employee Handbook is available to all employees outlining payroll, benefits and vacation provisions. All appropriate provisions of the current Collective Agreement between the Employer and The United Nurses of Alberta will be adhered to at all times.

Procedure

1. PAYROLL:

Pay rates and schedules for unionized employees are negotiated in accordance with the collective agreement. Payday is every second Friday.

2. VACATION:

- a. Employees are not allowed to carry over unused vacation credits from one year to the next unless prior approval is received from the Executive Director.
- b. Vacations shall be approved in accordance with Article 17: Vacations with Pay

3. NAMED HOLIDAYS:

There are eleven Named Holidays recognized annually. These holidays include:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- August Civic Holiday (*as declared by the Alberta Government*)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day