



Policy Name:  <p style="text-align: center;"><b>VACATION ACCRUALS, UTILIZATION AND APPROVAL</b></p>	Policy Number:  <p style="text-align: center;"><b>1016</b></p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;"><b>SEPTEMBER 1, 1996</b></p>
Reason for Revision: <span style="float: right;"><i>Click on item below and select item from list.</i></span>  <p style="text-align: center;"><b>CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</b></p> <p style="text-align: center;">New format being used. Changes to # 5 &amp; 6. Added 11c</p>	Date Revised: <p style="text-align: center;">April 21, 2021</p>  Next Date for Review: <p style="text-align: center;">April 21, 2024</p>
Section: <p style="text-align: center;">Section 10 - Human Resources</p>	Page No: <p style="text-align: center;"><b>Page 1 of 3</b></p>

## Policy

All employees eligible for paid vacation are expected to use vacation time earned during the current year in the next vacation year, unless written agreement has been received in advance from the manager. The vacation year at Agapé Hospice runs from April 1 to March 31. The following policy elements are intended to clarify paid vacation procedures for eligible employees.

### OBJECTIVES

- The Salvation Army Agapé Hospice Leadership team understands and supports personal time off for employees. Employees are encouraged to use their accrued vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures not covered in the Collective Agreement or in the terms and conditions of employment for management staff exempted from the union.
- ***In the event that this policy is in conflict with the terms and conditions of the Collective Agreement, the Collective Agreement shall prevail over this policy.***

### APPLICABILITY

This policy applies to all full-time and part-time, permanent and temporary employees hired by Agapé. Casual and temporary employees in positions of less than three months are paid a percentage of their gross earnings in lieu of paid vacation time.

### POLICY ELEMENTS

**Annual Vacations** must be taken during the established vacation period once the employee has earned and is entitled to the vacation. Vacations will normally be authorized in one to two week periods, unless prior approval has been received to take a longer period of time off. Time



Policy Name:  <b>VACATION ACCRUALS, UTILIZATION AND APPROVALS</b>	Policy Number: <b>1016</b>
	Date Revised: <b>APRIL 21, 2021</b>
	Page No: <b>Page 2 of 3</b>

off during the high vacation periods (June to mid-September and during the Christmas season) will be limited to no more than two weeks, unless there are extenuating circumstances and approval has been received from management in advance of booking the vacation.

1. Employees with less than one (1) year of service may be granted paid vacation, provided they have the equivalent amount of earned vacation in their bank. If there is insufficient time in the bank for the requested leave, the manager may consider an unpaid leave of absence for the time requested.
2. Employees with one (1) or more years' of service will be granted paid vacation based on the equivalent amount of earned vacation in their bank. If an employee has requested and been approved to use vacation beyond their current entitlement, the additional vacation will be deducted from next year's vacation entitlement.
3. Casual or temporary employees (less than three months) shall receive vacation pay at the established rates.
4. Vacation is calculated on a bi-weekly basis as follows:
  - a. **Full-time employee** - vacation entitlement is divided by the number of pay periods in the vacation period (April 1 – March 31).
  - b. **Part-time employee** - vacation is calculated based on a percentage of hours worked.
5. Requests to carry over any vacation into the following year may only be authorized at the manager's discretion and will be addressed on a case-by-case basis. Full-time employees may request to carry over up to five (5) days of vacation into the next vacation year. Carry-over of vacation for part-time employees will be pro-rated (i.e. .5 FTE – up to 2.5 days).
6. The manager reserves the right to schedule vacations for employees who have not received permission to carry over a portion of their vacation to the next vacation year.
7. Vacation scheduling is the responsibility of the department manager/supervisor who will ensure that all employees are given the opportunity to utilize their full vacation entitlement; taking into account appropriate coverage and the operational needs of the department.
8. Unionized employees are required to submit their requests for annual vacation in accordance with the collective agreement.



Policy Name:  <b>VACATION ACCRUALS, UTILIZATION AND APPROVALS</b>	Policy Number: <b>1016</b>
	Date Revised: <b>APRIL 21, 2021</b>
	Page No: <b>Page 3 of 3</b>

9. Non-union employees are to submit vacation requests of one week or more in writing as soon as possible, but no less than six (6) weeks in advance. Time off requests during peak vacation seasons (summer, Christmas, etc.) must be submitted in accordance with the terms and conditions of the Collective Agreement for unionized employees. Notification must include departure date, return-to-work date, and the number of vacation days/hours requested.
10. Any conflict in vacation requests submitted will be decided based on employee seniority, operational requirements, and the judgment of the manager/supervisor.
11. Named Holidays
  - a) **Full-time employees** - where the vacation period falls during a Named Holiday, the employee is entitled to take an additional day off; or by mutual agreement, bank the day to be taken at a later time within the annual vacation year (April 1 – March 31).
  - b) **Banked Named Holidays** - that have not been scheduled in accordance with Article 18: Named Holidays – 18.01(c) and 18.03 will be paid out by March 31.
  - c) **Christmas Eve/Christmas Day/Boxing Day or New Year's Eve/New Year's Day** – Employees who work in departments that operate seven days/week will be scheduled to work no more than Christmas Eve/Christmas Day **or** Christmas Day/Boxing Day or New Year's Eve/New Year's Day annually where Christmas and New Year's occurs.