

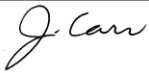
Vacation Accrual



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 213

1. To facilitate the appropriate utilization of vacation credits the following provisions apply:
 - a. Vacation year commences on the first day of July and concludes on the thirtieth day of June.
 - b. Vacation credits will be accrued as per the appropriate collective agreements, and/or terms and conditions of employment.
 - c. Vacation credits can only be claimed with the pre-approval of an employee's immediate supervisor.
 - d. New employees will have their vacation accrual pro-rated in their first year of employment from the date they commence employment to June 30th.
 - e. Vacation earned in one year that has not been claimed may be carried forward to the following year and combined with the next year's accrual up to the maximum of twice the individual employee's annual entitlement (i.e. employees earning 20 days vacation annually may accrue up to a maximum of 40 days).
 - f. Vacation credits in excess of the provision described in e. above will be paid out in the employee's July pay.
 - g. Exemptions require the written approval of the Superintendent.
 - h. Employees identified in excess of the allowed maximum will be required to use a minimum of 10 days annually, in addition to their regular entitlement.
 - i. Any accrued vacation entitlement which exists upon the retirement of an employee will be paid out in the employee's final pay.

Reference:	Approved: 
	Date Approved: February 9, 2004
Cross-reference:	Date(s) Revised: