



Vacation Policy

Updated January 11, 2019

PURPOSE

To provide guidance in the scheduling and payment of annual vacation.

PHILOSOPHY

Inside Education values the importance of rest and scheduling rest periods throughout the calendar year is encouraged to promote employee satisfaction and performance.

SCOPE

This policy applies to all employees.

ANNUAL VACATION

Full-time, salaried employees with a 6-month term or longer receive a minimum annual vacation of three weeks. Vacation credits are accumulated at the rate of 1.25 days per month (15 days per year) during the first 5 years.

Vacation is pro-rated for salaried employees working a reduced schedule of 4 days per week (80%). Vacation credits are accumulated at 1.00 days per month (12 days per year).

Short term, casual or hourly wage employees receive 6% vacation pay with their regular earnings instead of accumulating vacation credits.

For the purpose of calculating vacation pay, the definition of regular earnings does not include:

- overtime pay
- general holiday pay
- termination pay
- an unearned bonus
- tips and gratuities, or
- expenses and allowances

LONG SERVICE RECOGNITION

After five years' continuous full-time service, in their sixth year of employment, employees will earn an additional week of annual vacation. Vacation credits are accumulated at the rate of 1.67 days per month (20 days per year) in the sixth and future years.

PLANNING

Employees may take vacation as it is earned, at a time *mutually convenient* to the employee and employer. Vacation days taken will only be counted in full or half day increments and require prior approval by your supervisor.

Vacation is intended to provide a period of *extended rest*. Taking one's vacation in single isolated days does not provide the same opportunity for extended rest. All employees, especially program staff, are expected to schedule at least one week (**5 consecutive days**) of vacation during July or August.

To aid in yearly planning, vacation plans of **3 or more consecutive days**, are to be shared with your supervisor via the [Vacation Request Form](#) at least 3 times per year:

- December (vacation plans for January – April)



- April (vacation plans for May – August)
- August (vacation plans for September – December).

Management reserves the right, based on program activities and commitments, to reschedule or limit the number of employees taking vacation at the same time, especially during peak demand field season months (May-Jun and Sep-Oct).

VACATION CARRY-OVER

Vacation is viewed as essential rest time that contributes to the well-being of employees. As well, accumulated unused vacation credits can create a financial hardship on our organization, when an employee quits with a large amount of vacation owed.

Therefore, employees are expected to take their full vacation entitlement each year, and manage their annual vacation time as follows:

- Vacation must be used within 16 months after it is earned.
- One week (5 days) vacation may be carried over at December 31 to the new fiscal year, without an approved vacation plan.
- However, any vacation carry-over days beyond this amount **MUST** have a defined and approved vacation plan.
- Generally, we expect employees to take their vacation carry-over by **March 31**.

LONG ABSENCES

Long-range vacation plans requiring extended accumulation and carry-over of vacation credits (eg. saving for an extended trip overseas), leaves of absence, or exceptions to the above, must be requested for consideration by Management with considerable advance notice.

TERMINATION

Unused vacation credits will be paid out only when employment is terminated.

POSTPONEMENT OF VACATION IN PROGRESS

Employees who are away on scheduled vacations may postpone those vacations *only in the following unavoidable circumstances:*

- you become seriously ill or injured requiring treatment in hospital
- you are required to appear in court for jury duty or witness service

Employees must submit proof of hospital stay or jury duty/witness service to the Operations Manager, to receive approval for the postponement of the vacation and have the vacation credits restored.

(In other words, if you get a cold or the flu during your holiday, vacation days may not be exchanged for sick days, because you are not actually 'reporting to work' daily during vacation.)

If the death of an immediate family member occurs during an employee's vacation, the employee is granted bereavement leave with pay, according to the *Paid Leave Allowance Policy*, and the vacation credits are restored.