

**POLICY**

Southeast College strives to provide a healthy workplace that supports a work-life balance and provides employees with periods of vacation leave for uninterrupted time away from their jobs and work-related duties.

**PURPOSE**

This policy and its related procedure set the standard for fair and consistent accrual and usage of paid vacation time.

**SCOPE**

This policy applies to all in-scope full-time and part-time eligible employees.

**GUIDELINES**

Vacation entitlements are to be used in the fiscal year in which the employee earns the vacation, with carry-over permitted through the summer months of July & August. Carry-overs greater than 10 days, beyond the summer months, may occur only in exceptional circumstances and require additional approval in accordance with the procedure below. This policy does not alter or replace the terms of an existing employment contract, collective agreement, policies or legislation.

**DEFINITIONS**

**Accrual Period** – The accrual period is in alignment with the College’s fiscal year, July 1 through June 30<sup>th</sup>.

**Entitlement** – The number of vacation days which an employee is eligible to use within an Accrual Period. This is typically based on years of service.

**Carry-Over** – The portion of an employee’s Entitlement which is approved for use in the subsequent Accrual Period.

**ELIGIBILITY**

Full-time in-scope employees in Office, Field, or Regulated position classifications accrue Vacation Leave in accordance with the stated Entitlements.

Part-time in-scope employees in Office, Field, or Regulated position classifications elect whether to accrue vacation, or receive vacation pay on each paycheque.

In-scope Instructor and Instructor Aid positions are not eligible to accrue Vacation Leave as their rate of

pay is inclusive of both vacation pay and statutory holiday pay. This is in accordance with the Collective Agreement in effect.

### **ROLES AND RESPONSIBILITIES**

#### Employee Responsibilities

- To request and use each year's Entitlement in its entirety, during the Accrual Period, providing their supervisor with as much advance notice as possible of requests and changes to requests, in accordance with the Vacation Scheduling Procedure.
- To work with colleagues in the event of a scheduling conflict, where both vacations cannot be approved at a consecutive time due to operational requirements. In the event that Employees cannot come to a mutual solution, the most senior length of service will be the determining factor.
- Ensure that vacation requests are entered into the Time & Attendance system and approved in advance of utilizing vacation leave.

#### Supervisor Responsibilities

- To endeavour to approve vacation at times requested by Employees, taking into consideration the applicable collective agreement and the operational requirements of the department.
- Make every effort to ensure that employees' Entitlements are used in their entirety in the Accrual Period, including scheduling employees' vacation as necessary to ensure usage within the Accrual Period.
- Ensure that vacation approvals or denials are processed through the Time & Attendance system.
- Ensure any requests for Carry-Over are submitted for appropriate approvals in accordance with the applicable collective agreement and Vacation Policy Procedures.
- Will model behaviours that encourage vacation use, provide clarity to employees and demonstrates care.
- To ensure cross-training is completed to ensure employee absence does not impact operations or restrict an employees' ability to be absent.
- To the extent possible supervisors are encouraged to consider employee preferences in the scheduling of vacation time, however in situations of conflict employees with the most senior length of service shall be given consideration.

#### Human Resources Responsibilities

- Provide a system which accurately records vacation and facilitates employee access to their current Entitlement.
- Provide employees and their supervisors with information and advice regarding the application of the Vacation Policy and Procedures.
- Ensure that offer letters include appropriate language regarding vacation Entitlement.

### PROCEDURE

Employees may submit a Vacation Leave request at any time through the Time & Attendance system, to the extent of the Vacation Leave balance they have accrued, in advance of the leave being taken.

Supervisors will consider and approve reasonable vacation requests while ensuring the operational requirements of their department are met.

#### Summer Vacation Planning

The summer months of July and August are a key vacation period for many Employees therefore all vacation requests should be submitted to Supervisors by May 1<sup>st</sup>.

Supervisors must wait to approve summer vacation until May 1<sup>st</sup>. This allows time to consider all direct report's vacation requests at once, while ensuring the operational needs of their department will be met.

At this time, Supervisors will review potential carry-over balances remaining after the summer vacation months.

Vacation carry-overs greater than 10 days shall be submitted to the CEO for subsequent approval. Vacation carry-over requests in excess of 10 days shall be accompanied by a written plan of intent to utilize the remaining balance, agreed to by both the Employee and Supervisor prior to submission. Final approvals of carry-overs in excess of 10 days must be sent to Payroll by June 1<sup>st</sup> for employee records and to satisfy year-end audit requirements.

Summer vacation requests will be approved no later than June 1<sup>st</sup>.

### REFERENCES

*Saskatchewan Regional Colleges and SGEU Collective Agreement*  
*Saskatchewan Employment Act*

Appendix A: Summary of Vacation Entitlement Rates

<b>Effective Date:</b>	Mar 18, 2025
<b>Date last reviewed:</b>	Feb 2017
<b>Scheduled review date:</b>	Mar 2028
<b>Approved by:</b>	Executive Management March 2025

**APPENDIX A** – Summary of Vacation Entitlement Rates (see *Saskatchewan Regional Colleges and SGEU Collective Agreement Article 13*)

<b>CBA Article</b>	<b>CBA Years of Service</b>	<b>Annual Entitlement</b>	<b>Hourly Accrual Rate</b>
13.1.1	0-7	3 weeks	5.77% <i>*for years 1-6</i>
13.1.2	8-14	4 weeks	7.69% <i>*for years 7-13</i>
13.1.3	15-21	5 weeks	9.62% <i>*for years 14-20</i>
13.1.4	22+	6 weeks	11.54% <i>*for years 21+</i>

*\*note: begin accruing at the new rate 1 year prior so that the vacation entitlement is available on anniversary date*

Comparative breakdown of above stated weeks reflected in hours is as follows:

<b>Years of Service</b>	<b>Office Employee Annual Entitlement in Hours <i>*7.5 hours/day *1872 hours/year</i></b>	<b>Field Employee Annual Entitlement in Hours <i>*7.5 hours/day *1950 hours/year</i></b>
0-7	108	112.5
8-14	144	150
15-21	180	187.5
22+	216	225