

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	3
Subject:	Vacation	Revised Date:	Sept 8, 2018
			Sec 1, 1J
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VACATION

1. Permanent employees shall be entitled to annual vacation days with pay. Temporary employees shall receive vacation pay. In accordance with the Alberta Employment Standards Code, vacation time and payment will not accrue during unpaid leaves of absence, including job protected leaves of absence such as maternity, parental, sickness, long term disability, etc.
2. The vacation entitlement is calculated on a calendar year basis using a common anniversary date of January 1st.
3. Vacation entitlement is as follows:
 - a. All Employee(s) excluding Management
 - i. Three (3) weeks paid vacation after one (1) year's continuous service.
 - ii. Four (4) weeks paid vacation after four (4) year's continuous service.
 - iii. After ten (10) years of continued employment, the employee will gain one (1) vacation day for each additional year to a maximum of five (5) weeks paid vacation.
 - b. Management
 - i. Four (4) weeks paid vacation after one (1) year's continuous service.
 - ii. Five (5) weeks paid vacation after four (4) year's continuous service.
 - c. Executive Director: As per negotiated contract.
4. Should an employee leave before the end of the year after having taken vacation, the salary paid for the unearned vacation shall be deducted from the employee's final pay cheque.
5. Vacation time is scheduled by the Executive Director or the Department Manager. A tentative vacation schedule will be drawn up by May 31st of each year. Vacation time

will be allotted on a first come, first served basis. Conflicts will be resolved with employee(s) and Executive Director.

6. For vacation calculation purposes, employees beginning their services after the 15th of the month will be deemed to have begun such service on the 1st day of the following month.
7. For employees paid by monthly salary, NLLS must pay the employee's regular rate of pay for the time of their vacation.

Each week of vacation pay is calculated by dividing their monthly wage by 4.3333 (which is the average number of weeks in a month).

For employees who are paid hourly, weekly, or by commission or other incentive pay, NLLS must pay:

Length of employment	Number of weeks' annual vacation	% of wages
Less than 1 year	Not entitled unless stated in contract	4% of wages
1 to 4 years	2 weeks	4% of yearly wages
5 years or more	3 weeks	6% of yearly wages

8. NLLS is required to provide annual vacations to employees. NLLS is to provide vacations in one (1) unbroken period, however, an employee can request, in writing, for the vacation to be broken into shorter periods and if the request can be accommodated. Vacation time is allowed to be taken in half-day increments if agreed to by NLLS and the employee.
9. An employee may carry over a maximum of two (2) weeks (10 days) of vacation leave into the next calendar year with the approval of the Executive Director upon the recommendation of the Department Manager. Requests in writing to the Department Manager should be made by November 1st of the current year.
10. Minimum of two (2) week(s) vacation time must be used during the year.

11. Any unused vacation days that has not been taken within the calendar year or has not been carried over according to previous stated policy into the next calendar year will be paid out in the final December payroll of the current calendar year.
12. Carried over vacation from the previous year must be used by the third (3) month of the following year or the exception to be given with the approval of the Executive Director.
13. If serious injury or illness should occur during an employee's vacation, the employee may apply to have the time lost assigned to available sick leave rather than vacation. In this case the employee will submit to the Department Manager within three (3) days of its receipt the doctor's certificate stating the nature and duration of the treatment required.
14. Statutory or declared holidays will not be included in the vacation period.
15. NLLS management is allowed to deny requests for vacation at specific times due to operational reasons. If NLLS management and the employee can't agree on the employee's vacation time, NLLS management can decide when it will be taken. However, the NLLS management must give the employee at least two (2) weeks' notice in writing of the vacation start date.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval