

Vacation Entitlements, Pay and Scheduling

Purpose To define where ASC meets and exceeds Labor Standards requirements for vacation entitlements and to outline processes for pay and scheduling.

Policy Statement In some circumstances, ASC exceeds the minimum requirements for vacation as per Alberta Labor Standards. Vacation time that aligns with the minimum standards required must be taken as time off. ASC vacation time entitlement that exceeds the minimum standards may be taken as pay in lieu.

For the purposes of calculating vacation entitlement, ASC recognizes the employee hire date as the anniversary date. As per Alberta Labor Standards the definition of a “week” is the actual number of days the employee works in one given calendar week.

Vacation may be taken as it is earned, with a minimum of one day increments for salaried employees and ½ week increments for hourly employees.

Full time employee vacation entitlement

Full time employees will have vacation pay accrued at the following entitlements:

- After one year of continuous employment – three weeks’ vacation leave per year, two weeks of which as per Alberta Labor Standards must be taken as time off
- After five years of continuous employment – four weeks’ vacation leave per year, three weeks of which as per Alberta Labor Standards must be taken as time off
- After 10 years of continuous employment – five weeks’ vacation leave per year, three weeks of which as per Alberta Labor Standards must be taken as time off

| | | | | | | | |
|------------------|-----------------|-------|----------|-----|----------|-----|-----------|
| Binder(s) | Human Resources | Page: | | | | | 1 of 2 |
| Section(s): | Benefits | A | 92-06-26 | R | 94-05-18 | R | 00-05-16 |
| Program Area(s): | | R | 00-07-20 | R/R | 00-08-17 | R/R | Nov 30/17 |

Part time and casual employee vacation entitlement

Part time and casual employees will have vacation pay included on each pay cheque as per the following entitlements:

- *4% of wages, which after one year of continuous employment is an entitlement to two weeks' vacation leave which must be taken as time off*
- *6% of wages, which after five years of continuous employment is an entitlement to three weeks' vacation which must be taken as time off*
- *8% of wages which after ten years of continuous employment is an entitlement to four weeks' vacation leave, three weeks of which must be taken as time off*

All vacation entitlements must be used within one year after accrual, therefore:

- *Where the accrual exceeds the labor standards requirements for time off, employees may request pay in lieu for the additional ASC benefit*
- *If time off is required to be taken, supervisors will work with employees to schedule the required time. As per Labor Standards, ASC may schedule vacation time, providing employees at least two weeks written notice.*

In the circumstance of a leave of absence, vacation time and pay are not earned, however the period of the leave of absence is included in determining length of service in relation to overall vacation entitlements.

All efforts will be made to accommodate employee requests for vacation time, in consideration of impacts to services.

| | | | | | | | |
|------------------|-----------------|---|----------|-----|----------|-------|-----------|
| Binder(s) | Human Resources | | | | | Page: | 2 of 2 |
| Section(s): | Benefits | A | 92-06-26 | R | 94-05-18 | R | 00-05-16 |
| Program Area(s): | | R | 00-07-20 | R/R | 00-08-17 | R/R | Nov 30/17 |

Vacation Entitlements, Pay and Scheduling

Vacation Pay – Full Time

1. Salaried employees will be paid their current daily rate for each vacation day taken.
2. Hourly paid employees will be paid their vacation entitlement as follows:
 - a. If entitled to 3 weeks' vacation, 6% of employee wages in the year vacation was earned.
 - b. if entitled to 4 weeks' vacation, 8% of employee wages in the year vacation was earned.
 - c. if entitled to 5 weeks' vacation, 10% of employee wages in the year vacation was earned.

Vacation Pay – Part-Time and Casual

1. Part-Time and Casual employees will receive vacation pay on each cheque which equates their entitlement as follows:
 - a. if entitled to 2 weeks' vacation, 4% of employee wages in the year vacation was earned.
 - b. if entitled to 3 weeks' vacation, 6% of employee wages in the year vacation was earned.
 - c. if entitled to 4 weeks' vacation, 8% of employee wages in the year vacation was earned.

Employees have the option through payroll to direct a portion of their pay into a separate personal bank account (e.g. Vacation savings account).

| | | | | | | | |
|------------------|-----------------|---|----------|-----|----------|-------|-----------|
| Binder(s): | Human Resources | | | | | Page: | 1 of 3 |
| Section(s): | Benefits | A | 92-06-26 | R | 94-05-18 | R | 00-05-16 |
| Program Area(s): | | R | 00-07-20 | R/R | 00-08-17 | R/R | Nov 30/17 |

For hourly employees, payment of vacation dollars is based on a percentage of employee wages for the applicable months in which the pay is earned. The actual dollar amount may vary depending on the employee's gross income for the period in which the vacation pay is being calculated on. Vacation pay is not paid out as regular hourly wages.

As stated in Labor Standards, for the purposes of calculating vacation pay; gross wages and gross hours do not include the following:

- overtime
- pay in lieu of notice of termination
- unearned bonuses
- statutory holiday pay
- sick time

Vacation requests for time with pay and vacation scheduling

1. Employees must complete the ASC Vacation Request Form and submit it to their immediate supervisor a minimum of one month prior to the time being requested.
2. Vacation requests of 2 weeks or less will require at minimum approval by a Coordinator.
3. Vacation requests exceeding 2 weeks will require at minimum approval by a Program Director
4. Efforts will be made to accommodate requests where possible; however, vacation schedules must minimize impact to individuals receiving services and business operations (e.g. replacement costs).

| | | | | | | | |
|------------------|-----------------|-------|----------|-----|----------|-----|-----------|
| Binder(s): | Human Resources | Page: | | | | | 3 of 3 |
| Section(s): | Benefits | A | 92-06-26 | R | 94-05-18 | R | 00-05-16 |
| Program Area(s): | | R | 00-07-20 | R/R | 00-08-17 | R/R | Nov 30/17 |