

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- **Employee Benefits**

**Regulation: VACATION – ENTITLEMENT
AND SCHEDULING**

Regulation Code: HR-3.1.1
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-3.1, Vacation.

This administrative regulation applies to all twelve month employees not covered by a collective agreement. Ten month positions which are not subject to the provisions of a collective agreement will receive prorated vacation pay based on years of service.

Vacation entitlement for senior administrative positions¹ will be as outlined in the terms and conditions of the individual personal services contracts as approved by the Board.

1. Vacation Year

- 1.1 Vacation entitlement will be earned during the vacation year between July 1 and June 30, and vacation will be taken during the following vacation year commencing July 1.

2. Vacation Entitlement

- 2.1 Subject to the provisions below, vacation entitlement for twelve month positions which are not covered by a collective agreement is as follows:

| Compensation System Salary Grade | Entitlement | Continuous Service |
|---|--------------------|---------------------------|
| 3 to 6 | 5 weeks | 1 year |
| | 6 weeks | 20 years |
| 1 to 2 | 3 weeks | 1 year |
| | 4 weeks | 5 years |

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the first year of employment, vacation entitlement will be prorated according to actual time worked as a percentage of a full year.

- 2.2 Vacation entitlement for twelve month positions subject to the provisions of a collective agreement will be determined by the provisions of the respective agreement.

3. Scheduling of Vacation Entitlement

Although reasonable effort will be made to accommodate the individual needs of employees in the scheduling of annual vacation entitlement, the Board must ensure efficiency of operation in each department or school and in the System at any given time. Therefore, most vacations will be taken at a time which poses the least amount of interruption to the Board, i.e., school breaks at Christmas and in March, and during the months of July and August. Where, in the opinion of the Director of Education, or designate, the business of the Board clearly prohibits an employee from exercising the vacation entitled to under the policy, the Director of Education, or designate, may exer

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3.5 Exceptions

3.5.1 It is, however, recognized that in special or extreme circumstances, which are not within the employee's control, it may be necessary to approve carryover beyond what is outlined in 3.3.1 and subject only to 3.5.2 below.

3.5.2 Exceptions to the provisions of the policy will be made only in certain circumstances upon the written recommendation of the Senior Manager and Superintendent responsible for the area with supporting rationale and a plan as to when the additional carryover days will be utilized. Any carryover days approved under this exception provision must be used within the following two vacation years. Exceptions are subject to the approval of the Director of Education, or the Superintendent of Business and Corporate Services in consultation with the Senior Manager, Human Resource Services.

Established: April 26, 1999

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