



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- **Employee Benefits**

Regulation Code: HR-3.1.1

Regulation: VACATION – ENTITLEMENT AND SCHEDULING

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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
	5 weeks	15 years
	6 weeks	20 years

The amount of vacation which an employee will receive in a given year is calculated based on length of service and the number of months worked between July 1 and June 30 of the preceding year. For example, vacation earned during the first year will be taken during the second year commencing July 1. During

¹ For purposes of this administrative regulation, senior administrative position will mean the positions of Director of Education and Secretary of the Board, and Superintendent.

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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 exercise discretion in implementation of this administrative regulation.

Normally, all employees in a given department or work location will not be absent at the same time.

Vacations are normally taken in units of five working days, Monday to Friday inclusive.

3.1 Temporary Replacements

- 3.1.1 With the exception of certain essential positions designated by the department manager and approved by the Director of Education or designate, such as essential custodial or maintenance, a temporary replacement employee will not be used during the absence of a regular employee on vacation.

3.2 Requests

- 3.2.1 Using annual employee vacation entitlement data provided by Human Resource Services, scheduling of all employee vacations will be determined and monitored by each department.
- 3.2.2 All vacation entitlement earned in one vacation year must be scheduled and taken during the next vacation year. An employee requesting scheduling of vacation entitlement is required to provide their immediate supervisor with the dates no later than May 31 of each year.

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Notwithstanding the scheduling of all vacation entitlement days, employees may, upon the prior approval of their immediate supervisor, reschedule a vacation day(s) within the current vacation year. Such dates will be recorded in the Board's absence management system for payroll processing and records purposes.

- 3.2.3 The principal or immediate supervisor may consult with Human Resource Services for clarification regarding requests to schedule vacation entitlement while school is in session (September 1 to June 30). Consideration of such requests will be subject to operational requirements in the department or school at that time.

3.3 Carryover of Vacation

- 3.3.1 It is essential for employees to utilize their vacation entitlement in the current vacation year. In the interests of the well-being of employees, carryover of vacation entitlement is not encouraged. However, any carryover must be preapproved by the employee's Senior Manager and Superintendent, and will be limited to a maximum of five days from any one vacation year. Such carryover will not accumulate beyond a ten day maximum. Any days left beyond the ten day maximum at the end of the vacation year will be forfeited unless subject to 3.5 below.
- 3.3.2 Where the terms and conditions of employment, either in a collective agreement or in the terms and conditions for employees not subject to the terms and conditions of a collective agreement, provide for lieu time for additional hours worked, managers will make every effort to ensure that time off work for such lieu time will be scheduled only after annual vacation entitlement for the current year and any carryover is exhausted.

3.4 Leave of Absence to Extend Vacation

- 3.4.1 A leave of absence to extend vacation may be considered in special circumstances. Such leave will be processed as a personal leave of absence without pay in accordance with Board Policy No. HR-6.1, Leave of Absence, or a collective agreement, and will be subject to the approval of the immediate supervisor or principal in consultation with Human Resource Services.
- 3.4.2 In no case will any request for a personal leave of absence without pay be considered until the employee's vacation entitlement, including any carryover, is exhausted.

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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.

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