



Vacation - Procedure

The following procedure outlines how vacation is earned and how leave may be taken or is paid out.

1. Vacation Year

Vacation is earned during the period July 1st to the following June 30th.

2. Vacation Earned

Employees will earn vacation, effective from the date of hire.

Employees shall be paid vacation pay as follows:

- a. Full-time, permanent employees (**employed for 12 months**) shall accrue vacation pay as per your contract, (may be prorated first year), which will be paid out at the time of vacation taken in the next fiscal year. It shall not be paid out in lieu of vacation time taken unless upon termination of employment.
- b. Full-Time, Part- Time or Casual (**employed for less than 12 months**) shall be paid at the rate stated below each pay. These employees will not accrue vacation pay.
 - i. Upon hire they shall receive, four (4) percent of their gross wages as vacation pay;
 - ii. Upon completion of an employee's 4th Year of continuous service, they will then receive six (6) percent of their gross wages as vacation pay;

Additional Leave

All Full-Time and Part-Time Employees (**employed for less than 12 months**) receive two weeks' pay at Christmas and one week at Spring Break, which is considered to be a benefit over the traditional vacation pay. For Part-Time this is based on your EFT rotation.

All Full-Time Employees (**excluding janitorial staff**) who are also receive two weeks' pay at Christmas and one week at Spring Break, which is considered to be a benefit over the traditional vacation pay.

All Full-Time employees (**employed for 12 months**) are asked to take vacation during the summer months, and for some employees the dates will be determined based on the needs of SEC. We reserve the right to dictate these dates.

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