

## Administrative Procedure 434

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# NON-TEACHING EMPLOYEE VACATION LEAVE AND HOLIDAYS

### Background

The Division provides vacation leave according to the requirements of the Labour Standards Act for the Province of Saskatchewan. Vacation leaves are to be granted in accordance with Division procedures and subject to any agreements made by the Board.

Vacation leaves are to be scheduled at times in keeping with the operational requirements of the Division.

The Superintendent of Human Resources is responsible for having schedules of vacation leave prepared prior to May 1 of each year.

### Procedures

1. The Superintendent of Human Resources will consult with supervisory staff in establishing vacation schedules.
2. Holiday entitlement in excess of the requirements of the regulations of the Saskatchewan Labour Standards Act can only be granted by resolution of the Board unless otherwise stated in a written contract between the employee and the Board.
3. When vacation entitlement is less than three weeks on June 30, the employee may elect to take entitlement with pay plus leave without pay to make up a vacation of three weeks or less. Thereafter, the anniversary date for holidays shall be established as at July 1.
4. The Superintendent of Human Resources may authorize the carry-over of annual vacation leave to a maximum of one week into the following fiscal year if extenuating circumstances exist and are deemed sufficient to justify such a request.

Notwithstanding item 4, the Superintendent of Human Resources may authorize the carry-over of more than one week's annual vacation for members of the executive staff.

5. Employees may appeal decisions to the Director; such appeals are to be made in writing.

Reference: Section 85, 87, 108, 109 Education Act  
Labour Standards Act  
Labour Standards Regulations 25, 26