

Administrative Procedures Manual	Administrative Procedure 445
	Guidelines for Non-Instructional Staff Who Accrue Vacation
Page 1 of 2	APPROVED: September 2013 AMENDED/REVIEWED: March 2015, November 2016, June 2019, September 2019, October 2024
LEGAL REFERENCE:	Government of Alberta Employment Standards Code

Background

The Grande Prairie Public School Division understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Vacation entitlements are meant to reward employees for work they have performed over time, and employees are not entitled to take vacation time before it has been earned. The purpose of this procedure is to explain the standards, guidelines, and procedures for paid time for all non-instructional employees who accrue vacation.

Procedures

1. For vacation purposes, the reference year spans Grande Prairie Public School Division's fiscal year, running from September 1st to August 31st. Vacation days earned by an employee during a reference year will be granted to the employee once earned and will normally not be authorized prior to accrual.
2. If an exception is made to authorize paid vacation prior to such time being earned and the employee leaves the Division for any reason before such time, the employee is responsible for reimbursing the Division.
3. Vacation days must be taken some time in the (12) months after the employee becomes entitled to the vacation and may be taken upon mutual agreement between the supervisor and employee after consideration of Division needs. Grande Prairie Public School Division reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
4. Up to ten (10) vacation days may be authorized to be rolled over into the following year dependent on written approval from the employee's supervisor. Authorization may be given to roll over more than ten (10) vacation days in special circumstances. Requests for vacation rollover will be addressed on a case-by-case basis.
5. Vacation scheduling is the responsibility of department managers or supervisors who will ensure that all employees are given their full vacation entitlement while considering the efficiency of the department.
6. Any conflict in vacation requests between employees will be decided based on employee seniority, Division needs, and the good judgment of the supervisor/manager.
7. If a statutory holiday or a Division recognized holiday occurs during an employee's vacation period, the employee is not required to use a vacation day to have the day off with pay.
8. Vacation hours continue to accrue while an employee is away due to illness or injury and paid maternity and/or parental leave only. Vacation hours do not accrue while an employee is on disability or during other unpaid leaves of absence including suspension.

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9. Illnesses that occur during a vacation period will not be counted towards sick leave entitlement.
10. If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable labour laws.