

SUPPORT STAFF VACATION ENTITLEMENT

1. Regular Employees

Regular non-teaching employees of the Division will earn vacations or vacation pay as follows:

Salaried Employees

After one to nine (inclusive) years of employment 3 weeks

After ten to seventeen (inclusive) years of employment 4 weeks

After eighteen or more years of employment 5 weeks

Hourly Employees

First to ninth (inclusive) year of employment 6%

Tenth to seventeenth (inclusive) year of employment 8%

Eighteen or more years of employment 10%

Employees entitled to an increase in vacation entitlement prior to the tenth day of the month will receive the increase effective the first of that month. If the entitlement is earned on or after the tenth day, the increase will be made effective the first of the month following.

2. Salaried Employees – Vacation Carryover

All twelve month employees on monthly salary are to take their holidays in the year earned or in the year immediately after so that no more than five days are carried forward. The anniversary date for holiday purposes is June 30th. Carryovers in excess of five days will be granted by the Board only in exceptional circumstances.

3. Casual Employees

Casual employees will be paid vacation pay at a rate of four percent of earnings.

Revised February 4, 1992
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