

FORT LA BOSSE SCHOOL DIVISION

TITLE – **NON UNIONIZED SUPPORT STAFF**

POLICY - **GDD-R**

VACATION SCHEDULE

Approval Date - 12/05/14

Cross Reference -

Resolution # - 110/14

Implementation - 12/05/14

Legal Reference -

Last Reviewed - 12/05/14

Division office Support Staff:

2 weeks per year upon completion of each of the first 2 years of employment;

3 weeks per year upon completion of each of the 3rd and 4th years of employment;

4 weeks per year upon completion of each of the 5th and 6th years of employment;

5 weeks per year upon completion of the 7th (and subsequent) years of employment for any employee with a hire date prior to implementation date;

5 weeks per year upon completion of the 10th (and subsequent) years of employment for any employee with a hire date subsequent to the implementation date.

Division Bus Garage Personnel:

2 weeks after 1 year of service

3 weeks after 3 years of service

4 weeks after 8 years of service

5 weeks after 13 years of service.

Vacation for Division Garage Personnel will be taken as mutually agreed upon by the employee and the Supervisor of Operations.

Division Custodial and Maintenance Staff:

Please refer to the United Food and Commercial Workers agreement (found in the miscellaneous section).

Division Office employees taking vacation during July and August at such times that the four-day work week is in effect will have four (4) days per week charged to their vacation credits. This procedure will offset the potential loss of benefit for employers who have worked extended hours during May and June of that same year.

Technicians are encouraged to take vacation time anytime during the school year in the fall, winter and spring. For summer vacation requests, technicians must submit their vacation intentions to the ICT Co-ordinator before June 15 each year. The ICT Coordinator will follow the principles below when approving vacation requests.

1. Division/School operational priorities
2. Equity/fairness
3. Seniority

In general, the summer vacation schedule will be constructed with the aim of having at least two technicians working together throughout the summer months.