DURHAM CATHOLIC
DISTRICT SCHOOL BOARD
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP328-7

Vacation Requests and Approvals

Area: Human Resource Services
Policy Reference: Staffing (PO328)

Approved: Nov. 15, 1995
Revised:

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1. Purpose

The purpose of this administrative procedure is to provide a guideline for applicable staff to request and have vacation entitlements approved through their immediate supervisor.

2. Definitions

Middle Management – staff employed at the Catholic Education Centre, Durham Student Transportation System (DSTS), and Operations/Maintenance Administrative Centre (OMAC) whose Terms and Conditions of Employment are as identified under Section 4 – Sources.

Non Union – staff employed at the Catholic Education Centre, Durham Student Transportation System (DSTS), and Operations/Maintenance Administrative Centre (OMAC) whose Terms and Conditions of Employment are as identified under Section 4 – Sources.

3. Procedures

3.1 The Board shall:

a) comply with the entitlements for vacation as outlined in the applicable collective agreement or terms and conditions of employment;

b) ensure that this administrative procedure will in no way be in conflict with language that may be outlined in collective agreements and/or terms and conditions of employment;

c) provide for the orderly preparation of vacation entitlement periods for employees with January 1st of each year marking the beginning of the vacation entitlement year for the purpose of determining individual employee eligibility;

d) ensure the vacation year shall be the calendar year (January to December);

e) in exceptional circumstances related to operational matters critical to the Board, reserves the right to rearrange and/or reschedule approved vacations at any time providing there is no monetary loss to the employee;

f) ensure that through Human Resource Services, vacation request forms will be distributed each school year to the employees during the month of January;

g) advise employees of approval for vacation by April 30th.

3.2 Supervisor shall:

a) comply with the entitlements for vacation as outlined in the applicable collective agreement or terms and conditions of employment;

b) ensure department coverage, school year work cycles, including school year close and start up, special project completion dates, the capabilities of the employees to perform each other's regular work assignments, and collective agreement/terms and conditions of employment obligations be taken into consideration by the supervisor when scheduling vacations;

c) ensure employee coverage for the department during vacation absences;

d) make all reasonable efforts to arrange vacation schedules to meet the needs of each employee. In the event of a conflict in vacation dates between employees, the employee with the greater seniority shall be given priority (subject to the provisions outlined in 3.2(b), on the proviso that remaining staff are capable of meeting the work location's operational needs);

e) advise Catholic Education Centre staff requiring summer secretarial and/or clerical assistance that they must submit a written request to Human Resource Services. Such request will be considered subject to the Board's operating budget.

f) ensure that summer vacation schedule charts for Catholic Education Centre employees will be completed by the departmental manager or appropriate supervisory officer.

3.3 Staff shall:

a) take vacations during the Christmas Break, March Break and/or during the months of July and August whenever possible;

b) ensure vacation periods be arranged in such a way that the normal operating efficiency of the department/school is maintained. All vacations will be arranged with the immediate supervisor and/or appropriate supervisory officer where applicable;

c) be allowed to carry up to five (5) days of vacation into the next calendar year with the understanding this will not occur on a continual basis. Any exceptions shall require the approval of the supervisory officer on the recommendation of managers/supervisors;

d) ensure where they are wishing to take leaves of absence in conjunction with vacation (or during the normal vacation period) will have such leaves considered with the vacation requests. All other leaves of absence must be requested as outlined in any other applicable administrative procedure and/or Collective Agreement/Terms and Conditions of employment;

e) complete the forms and forward same to the immediate supervisor for consideration:

   i. in the case of school secretaries, the principal of the school shall forward the approved request form to Human Resource Services. Vacation requests for special circumstances will require the approval of the respective superintendent and Human Resource Services. The employee will be advised of the decision by their immediate supervisor and Human Resource Services of approval in writing;

   ii. in the case of senior administrative assistants employed at the Catholic Education Centre, the respective superintendent shall forward vacation requests to the Director of Education who will consider the vacation request and advise the employee of approval in writing via email with a copy to the respective superintendent;

   iii. in the case of all other employees in the Catholic Education Centre, the immediate supervisor shall advise the employee of the approval in writing.

f) ensure completed vacation request forms shall be submitted by March 1st to the appropriate supervisor. Staff members requesting vacation prior to April 15th must submit requests, following the outlined procedures, by January 31st. These requests will be considered as quickly as possible.

g) upon such approval, employees are required to enter their approval of vacation via the Smart Find Express (SFE) Absence Reporting System.

3.4 Questions or concerns arising from the implementation of this administrative procedure should be addressed with the employee's supervisor immediately.

4. Sources

4.1 CUPE Local 218 – Secretarial/Clerical/Technical Collective Agreement
4.2 Middle Management Terms and Conditions of Employment
4.3 Non-Union Terms and Conditions of Employment
4.4 School Year Calendar

5. Appendices

Nil

6.0 Related Policies and Administrative Procedures

6.1 Staffing Policy (PO328)

7.0 Related Forms

7.1 Request for Vacation (Form 4411)

DURHAM CATHOLIC
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Request for Vacation

(Middle Management, Non Union, CUPE S/C/T incl DSTS and ICT)

Name:	Position:
School or Location:	
Date of Submission:	Signature:

20__ vacation entitlement	
Add days carried over from previous year (20__)	
Total 20__ vacation	
Vacation days already approved for 20__ or taken (Total number of days only)	

☐ I am on a shorter work year schedule

☐ I am on a 12 month work schedule

20__ VACATION REQUESTS

From	To	# of days
Total number of days being requested		
Total 20__ vacation days remaining		
Number of vacation days being requested to carry over to 20__ (maximum of 5 days)		

VACATION APPROVALS:	
Date:	Principal/Supervisor
Date:	Superintendent of Education

LEAVE OF ABSENCE WITHOUT PAY

This section is to be completed **only** when requesting a leave of absence in conjunction with vacation requests. Please note that requests for leave of absence without pay must be approved by the Superintendent of Education – HRAS.

From	To	# of days

LEAVE OF ABSENCE APPROVALS:	
Date:	Principal/Supervisor
Date:	Superintendent of Education - HRAS