

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Vacation Benefit for Non-Certificated Staff

PER #04

Revised: April 2024

Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states *"the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."*

Procedures

1. Christ The Redeemer (CTR) Catholic School Division twelve-month non-teaching staff will receive the following vacation entitlement per the staff members calendar year, effective December 1, 2015:
 - a. less than 1 year 1.25 days per month of service
 - b. 2nd through 6th year 20 days annual vacation
 - c. 7th through 14th year 25 days annual vacation
 - d. 15th year and beyond 30 days annual vacation
2. Effective December 1, 2015, CTR Catholic contracted non-teaching staff shall receive the following vacation entitlement per the staff member's calendar year. Vacation pay will be included on the employees monthly pay cheque.
 - a. 1st year of employment 6 % of salary
 - b. 2nd through 6th year 7 % of salary
 - c. 7th through 14th year 9% of salary
 - d. 15th through 20th year 10% of salary
 - e. 21st through 30th year 12% of salary
3. Vacation entitlement is earned during an employee's calendar year. This is to say that during the first year of employment (from date of hire to 1st anniversary) an employee earns 15 days of vacation, during years 2 through 6 an employee earns 20 days of vacation and so on.
4. In the event an employee has fully used a year's vacation entitlement and the employee leaves CTR Catholic prior to the end of the year (therefore the vacation entitlement has not been fully earned) a prorated amount reflecting the unearned vacation pay will be withheld from the employee's final paycheck.
5. CTR Catholic expects outstanding work from our employees, and we support employees having an appropriate balance in life. CTR Catholic believes a significant break from work during the year is necessary for employees to maintain a balance in life. CTR Catholic also believes that with proper planning all employees can fully utilize their vacation entitlements. Therefore, an employee's vacation entitlement shall be used during the year it is earned. With the approval of the Superintendent, or designate, a maximum of 5 days of vacation entitlement may be carried forward from one year to the next.

6. Vacation schedules must not interfere with the scheduled operation of our schools and facilities, and requests for vacation leave require prior approval by the employee's supervisor, in order to ensure adequate staffing levels are in place. For Catholic Education Centre and St. Thomas Centre staff, vacation leaves occurring within school breaks when divisional events are scheduled (i.e. Opening Mass/Professional Development and Faith Days) shall only be approved as exceptions by the supervising superintendent of that department.
7. If a mutually satisfactory decision is not established between the employee and the Superintendent, or designate, regarding the unused allotted vacation days for the year, the employer may choose to provide 2 weeks' written notice of the date on which the employee's vacation is to start and the employee must take the vacation at that time.
8. Employees who are terminated by CTR Catholic due to redundancy and are re-employed within a two-year period shall have their vacation entitlement re-instated in full in relation to the total years of service within CTR Catholic.