

## **VACATION ALLOWANCES**

### Statement of Policy

The Peel District School Board approves of the establishment of a schedule of vacation allowances for administrative and business personnel.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

### Administrative Regulations

The Board shall provide vacation/vacation pay in accordance with the employee's specific collective agreement, the Employment Standards Act, or as outlined below. Please note that, where this policy differs with a collective agreement, the collective agreement will prevail.

#### 1. Schedule A - Executive Group

The Director of Education is entitled to a vacation period as stipulated in the Director's Employment Agreement.

Other members of the Executive Group are entitled to a vacation period of 6 weeks. An additional one week vacation period may be provided at the discretion of the Director of Education. The timing of the vacation is to be approved by the Director of Education. Special arrangements regarding vacation may be approved in extraordinary circumstances as per the Conditions of Employment for the Executive Group.

#### 2. Schedule B - Management Support Group

All Management Services Group members are entitled to annual vacations with pay according to the following scale:

1 - 5 years (inclusive)	5 weeks
more than 5 years of service	6 weeks

Service must be continuous with the Peel District School Board or its predecessors.

#### 3. Schedule C - Administrative Staff Group

All Administrative Staff Group members are entitled to annual vacations with pay according to the following scale:

1 - 5 years (inclusive)	3 weeks
6 - 15 years (inclusive)	4 weeks
16 - 25 years (inclusive)	5 weeks
more than 25 years of service	6 weeks

Service must be continuous with the Peel District School Board or its predecessors.

4. Employees are entitled to utilize vacation credits, as earned, according to the following calculation method:
  - (a) 1.25 days per month for those entitled to 3 weeks
  - (b) 1.67 days per month for those entitled to 4 weeks
  - (c) 2.08 days per month for those entitled to 5 weeks
  - (d) 2.50 days per month for those entitled to 6 weeks.

Earned vacation credits may be utilized as accumulated and scheduled with the approval of the appropriate supervisor.

All vacations days MUST be reported under Absence Reason Code 40.

5. Vacations will generally be granted during the months of July and August. However, a portion or all of a vacation may be taken in other months with the approval of the appropriate supervisor.
6. Employees may defer part of their annual vacation up to an accumulative maximum of 10 days to be taken at a future time. Supervisors must ensure that on the employee's anniversary date, the total accumulated vacation does not exceed the entitlement plus any deferment.
7. Vacation entitlement will be pro-rated for employees who are on an unpaid leave of absence or who leave employment during the year.

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Revised April 27, 1993

Revised May, 1994  
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