



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  Vacation – Out-of-Scope	<b>CATEGORY:</b>  Human Resources	<b>NO.</b>  702
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### PREAMBLE

This policy is applicable to all positions excluded from the Collective Agreements. Employees with employment contracts are exempted from this policy.

### POLICY

Unless otherwise stated within an offer of employment, annual vacation entitlement shall follow the Out-of-Scope Total Rewards Strategy as approved by the Saskatchewan Polytechnic board of directors.

The vacation accrual year is July 1 to the following June 30. Employees are expected to take their earned entitlement prior to August 31 of the following fiscal year.

An employee shall be entitled to carry over unused vacation entitlement from fiscal year to fiscal year **to a maximum of ten days**.

In extenuating circumstances, where an employee is unable to consume his/her vacation balance to an acceptable level as per this policy and the reasons are substantiated, authorization may be granted by a senior level of management (president, vice-president, associate vice-president, or dean) to approve a one-time carryover of all days in excess of ten (10).

### DEFINITIONS

n/a

### PROCEDURES

It is the responsibility of the out-of-scope manager to ensure timesheets are completed and vacation balances are managed. If an employee does not schedule required vacation leave, it is the responsibility of the out-of-scope manager to schedule the leave with their employee in order to comply with this policy.

Human Resources will provide a report of unused vacation balances to the Senior Leadership Team members in September and February of each year in order to ensure they are being managed appropriately.

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Where authorization of carryover is provided, the following will apply:

- The excess carryover days must be consumed within a two-year period.
- A written plan for excess vacation usage must be included in the employee's request for carryover and a copy sent to Human Resources to be placed in the employee's personnel file.
- In exceptional circumstances, unused vacation balances that exceed the allowable 10 days may be paid out upon approval of the president.
- If an employee having authorization for special carryover provision discontinues employment with Saskatchewan Polytechnic, he/she will be paid out.

### **Retirement or Resignation**

At date of retirement or resignation, out-of-scope employees will receive pay in lieu for any earned, unused vacation entitlement.

Following the last day worked, the employee will be removed from active status.

### **RELATED POLICIES/DOCUMENTS**

Timesheet Completion policy 412

### **APPLICABLE LEGISLATION OR REGULATIONS**

n/a

### **AMENDMENT HISTORY**

1. Original issue date: March 10, 1988
2. Revision dates: May 19, 1994  
February 27, 2001  
September 9, 2009  
September 24, 2015
3. Scheduled review date: September 24, 2020

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