



**POLICY**  
**SUBJECT:**  
**APPROVAL DATE:**  
**REVISION DATE:**

**GCBE**  
**VACATIONS/HOLIDAYS**  
December 8, 1987  
January 9, 1992  
**November 3, 2003**  
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## **1. GENERAL**

1.1 The Winnipeg School Division shall provide vacation time for employees as may be determined by the Board in negotiations with employee groups.

## **2. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**

2.1 Where provisions regarding vacations or holidays exist within a collective agreement, they shall apply.

## **3. ENTITLEMENT FOR OTHER GROUPS**

Incumbents in the Administrative 11-20 Group, Administrative 1-10 Group and the union-exempt group, shall be entitled to vacation leave in accordance with agreements with the Board of Trustees.

3.1 Vacation entitlement shall be pro-rated for employees who are employed full-time for less than the full vacation year. Part-time and hourly paid employees shall receive vacation pay based on a percentage of earnings equal to the above entitlement. An employee leaving the employ of the Division during the year, prior to receiving vacation entitlement, shall be paid a pro-rated amount of outstanding vacation entitlement in lieu of such vacation.

3.2 Vacation time shall not accumulate while an employee is on any unpaid leave of absence.

## **4. VACATION LEAVE**

4.1 Vacation leave for employees shall only be taken subject to the exigencies of service.

4.2 Vacation leave for school clerical staff and custodial staff shall normally be scheduled during periods when schools are not in operation.

4.3 Upon withdrawal from service for any reason other than dismissal for just cause, the employees shall be paid for any unused vacation leave entitlement.

4.4 The Chief Superintendent or designate shall have authority to pay out vacation accruals in accordance with the agreements with the applicable employee groups within the limits identified therein.



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## **5. VACATION YEAR/CHANGE OF ENTITLEMENT**

### **5.1 Vacation Year**

The vacation year for the purpose of determining entitlement shall be from July 1 to June 30 of the following year.

### **5.2 Change of Entitlement**

Whenever the anniversary date of an employee falls within the current vacation year, where there is a change in the vacation entitlement, the change of the entitlement shall be applicable in the current vacation year.

## **6. HOLIDAYS**

### **6.1 General/Statutory Holidays**

6.1.1 The Division shall recognize the following days as general holidays for all non-teaching employee groups:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Last Monday in March	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August	Civic Holiday

6.1.2 The last Monday in March will be granted in lieu of Easter Monday. If and/or when Easter Monday is declared a holiday, then the holiday shall revert to Easter Monday.

6.2 If one of the general holidays referred to in 6.1 above falls on a Saturday or Sunday, an alternative day off as decided by the Division, may be given.

6.3 Employees who resign and whose last working day falls prior to a statutory holiday, are not eligible for payment for that holiday.

6.4 If the Division has terminated an employee and he/she has earned wages for at least fifteen (15) days during the thirty (30) calendar days immediately preceding or including the general holiday, the employee is eligible for payment for that holiday.

6.5 An employee may not commence employment on a statutory holiday, however, a newly hired employee is eligible for any statutory holiday succeeding his/her commencement date.

6.6 Part-time employees shall be paid holiday entitlement as a percentage of their basic pay in lieu of time off on general holidays.