

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	May 26, 1993
Revision:	April 17, 2003; August 1, 2003 (reformatted); June 11, 2004; April 29, 2008; May 14, 2010; September 1, 2016 (reformatted); July 2, 2019; March 15, 2023

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to require SAIT employees to take vacation leave at times which facilitate SAIT's operations, maintain and enhance employee health and wellbeing, and minimize vacation carryover.

## **PROCEDURE**

### **GOVERNING PRINCIPLES**

1. Annual vacation leave provides an opportunity for employee self-renewal. Vacation may be split into separate periods but it is recommended that all employees take at least one period of ten consecutive vacation days in each vacation year as outlined in the applicable collective agreement or handbook.

### **PROCEDURE**

1. It is the responsibility of the dean, director or designate of each school/department to:
  - a) Ensure that adequate service coverage is maintained during scheduled employee vacations.
  - b) Ensure there is no carryover of vacation, subject to paragraph 5 of this procedure.
  - c) Approve an employee's vacation request before the vacation is taken, and complete the process by approving the vacation time taken upon the employee's return.
2. It is the employee's responsibility to:

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- a) Understand vacation entitlements and ensure there is no carryover (subject to the appropriate Collective Agreement and paragraph 5 of this procedure).
- b) Complete the online vacation approval process and obtain appropriate approvals.
3. Subject to approval, employees can utilize in advance their full year's vacation leave entitlement. Should the employee subsequently leave SAIT, used but not earned vacation will be recovered from the employee's final paycheck.
4. In exceptional circumstances, there may be vacation carryover. Any vacation carryover must be approved by the appropriate dean, director or designate and vice president. The following situations may be seen as justifying vacation carryover:
  - a) Completion of a contract proposal.
  - b) Delivery of a specific program of instruction.
  - c) Special project.
  - d) Military service.
  - e) Absence due to medical, special, maternity, parental or adoption leaves.
5. Any approved vacation carryover must have a documented plan for use.
6. Employees who are incapacitated through accident or illness while on vacation leave may have vacation leave reinstated, subject to the applicable collective agreement, for any period of time that the employee was hospitalized, admitted to a medical facility, or was under medically authorized rehabilitation as a result of the incapacitation.
7. Approval subject to paragraph 6 of this procedure shall be contingent upon the employee:
  - a) Providing an appropriate medical certificate as proof of hospitalization or admission to a medical facility, whichever applies; and
  - b) Having an entitlement to General Sick Leave sufficient to offset the period for which reinstatement of vacation leave is requested.
8. An employee on vacation leave who has suffered bereavement may have the employee's vacation leave reinstated as per the bereavement entitlements defined in the applicable collective agreement.

## **POLICY/PROCEDURE REFERENCE**

HR.3.1          Vacation policy

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