



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Human Resources

- **Employee Benefits**

Policy Code: HR-3.1

Policy: VACATION

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The Board recognizes the importance of annual vacation for its employees as a significant component of employee wellbeing.

In order to attract and retain employees of high calibre, the Board believes that it is essential that annual vacation entitlement reflect such competitive factors as the vacation entitlement for similar positions at other boards of education and in the private sector, and vacation entitlement accorded to Board employees who are subject to the terms of a collective agreement. Vacation entitlement for positions not subject to a collective agreement will be reviewed periodically by Human Resource Services.

This policy will apply to all 12 month employees not covered by a collective agreement.

Vacation entitlement for senior administrative positions¹ will be as outlined in the terms and conditions of the individual personal services contracts as approved by the Board.

Although reasonable effort will be made to accommodate the individual needs of employees in the scheduling of annual vacation entitlement, the Board must ensure efficiency of operation in each department or school and in the system at any given time.

Administrative regulations dealing with vacation entitlement and scheduling for all 12 month employees will be maintained and will reflect the intent of this policy.

1. Vacation Entitlement

- 1.1 Vacation entitlement for 12 month positions which are not subject to the provisions of a collective agreement will be approved by senior administration, as follows:

Compensation System Salary Grade	Entitlement	Continuous Service
3 to 6	5 weeks	1 year
	6 weeks	20 years
1 to 2	3 weeks	1 year
	4 weeks	5 years
	5 weeks	15 years
	6 weeks	20 years

¹ For purposes of this policy, senior administrative position will mean the positions of Director of Education and Secretary of the Board, and Superintendent. Continuous service will mean service with Kawartha Pine Ridge District School Board, or its predecessor boards.

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- 1.2 Vacation entitlement for 12 month positions subject to the provisions of a collective agreement will be determined by the provisions of the respective agreement.

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