

SUBJECT: Vacation	POLICY NO: INT-21	LAST REVIEWED: July 2022
APPROVED BY: Executive Board	MANAGED BY: Human Resources Manager	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

BCITSA employees are entitled to vacation as per applicable legislation, and this Policy.

Purpose of This Policy

The purpose of this Policy is to:

- Describe the process for submitting a Vacation Request
- Outline the responsibilities of the employee when considering a vacation
- Details the entitlements of vacation for employees

Application of This Policy

This Policy applies to all full-time and part-time employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code* and the *BC Employment Standards Act*.

Related Documents and Legislation

Legislation

- *BC Employment Standards Act*

Forms Associated With This Policy

- Vacation Request Form

Amendment History

- Created 2018-04-30
- Amended 2021-02-15
- Amended 2022-05-02
- Amended 2022-07-18

DEFINITIONS

N/A

DUTIES AND RESPONSIBILITIES

Human Resources Manager

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

POLICY

1. Vacation

1.1. Vacation Requests

- a. Requests for vacation must be submitted to the respective manager of the employee within a reasonable amount of time. All requests must be entered into the payroll system. Depending on the department, a vacation form may also need to be filled out.
- b. Employees may take any vacation hours that they have accrued in their vacation buckets (current and next year). The combination of the two buckets should never equal less than zero.
- c. All requests for vacation are considered in relation to the operational requirements and overall needs of BCITSA.

1.2. Required Vacation Times

- a. Due to the nature of BCITSA operations, certain employees may face layoffs and/or closure at Winter Break, Spring Break, and in the summer months (June, July, and August). Annual vacation pay may be required to be taken at this time.
- b. Vacation requests during all other times of the year shall be at the discretion of the manager for approval and shall be dependent upon the needs of the department that is being affected. Approvals for such requests shall not be unreasonably withheld.

1.3. Vacations During Probation

- a. Although discouraged, vacation requests during an employee’s probationary period will be taken into consideration. Approval will be at the discretion of the manager and shall be dependent on the needs of the department that is being affected.
- b. Approved vacation time during an employee’s probationary period will be unpaid. It is important to note that unpaid time off results in a reduction in vacation accrual for the following year.

1.4. Unused Vacation Time

- a. Upon prior approval of the Executive Director, employees may carry forward up to half of their unused allocated vacation until December 31st of the following calendar year.

1.5. Vacations Less than One Week

- a. Upon request of the employee, vacations may be scheduled in periods of less than one week.

PROCEDURE

1. Vacation Procedures

1.1. Required Vacation Time Guidelines

- a. Requests for vacation must be submitted to the respective manager of the employee within a reasonable amount of time using the payroll system. In some departments a vacation request form may also need to be filled out. Vacation pay is automatically deposited into the employee’s account, in accordance with the payroll schedule.
- b. The Executive Director may approve a longer vacation than the number of paid vacation days. This extra time off shall be considered leave without pay. It is important to note that unpaid time off results in a reduction in vacation accrual for the following year.

1.2. Vacation Entitlement – Part-Time and Casual Employees

- a. As per the *BC Employment Standards Act*, BCITSA shall pay out vacation pay of all part-time and casual employees (excluding Childcare employees) at each pay period.
- b. This pay out to employees shall be processed as a percentage of their gross earnings under the following brackets:
 - i. 4% for months 0-60
 - ii. 6% for all months after 60

1.3. Vacation Entitlement – Part-Time Childcare Employees

- a. Part-time Childcare employees shall accrue vacation time as a percentage of their gross earnings under the following brackets:
 - i. 4% for months 0-60
 - ii. 6% for all months after 60

1.4. Vacation Entitlement – Non-Managerial (Full-Time) Employees

- a. Salaried employees shall accrue vacation time as a percentage of their gross earnings under the following brackets:
 - i. 6% for months 0-36;
 - ii. 8% for months 37-72;
 - iii. 10% for months 73-120; and
 - iv. 12% for all months after 120.

Vacation Entitlement - Managerial Employees

- b. Managerial employees shall accrue vacation time as a percentage of their gross earnings under the following brackets:
 - i. 6% for months 0-12;
 - ii. 8% for months 13-36;
 - iii. 10% for months 37-120; and
 - iv. 12% for all months after 120.