



Directive on Annual Vacations

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended on: June 20, 2003 May 5, 2008, July 1, 2009 and December 15, 2015
Reference: Policy CC 2002/03-56 and CC 2015/16-23 Collective agreements: Support Staff: section 8-0.00 / 5-6.00 Professionals: section 7-7.00	

Underlined article numbers identify provisions already adopted by the Council of Commissioners

1. Premises

- 1.1 purpose This directive sets the rules pertaining to annual vacations to which employees are entitled by virtue of a collective agreement or any other KSB regulations about working conditions.
- 1.2 definitions In this directive, the following expressions are defined as:
- a) **administrator**: person occupying, on a regular or interim basis, a management position;
 - b) **continuous services or active services**: period during which a person was employed by the Board in a continuous manner, as established by the collective agreement or regulations applicable to the employee;
 - c) **days**: unless otherwise specified, means working days;
 - d) **immediate supervisor**: a person who is responsible for the supervision of an employee;
 - e) **school administrator**: Principal, Vice-principal, Coordinator of community education services or Centre director of an adult education center;
 - f) **senior executive**: the Director-General, the assistant Director-General or an administrative consultant to General administration;
 - g) **seniority**: years of service as established by a collective agreement or regulations applicable to the employee.

2. General principles

- 2.1 [application](#) This directive applies to all KSB employees who are entitled to annual vacations, as provided in section 3.
- 2.2 [date of acquisition](#) Annual vacations are acquired and owed to the employee on June 30th of each year.
- 2.3 [acquisition of vacation days](#) The number of paid vacation days owed to the employee is determined by the number of years establishing his seniority.
- An employee who has been in function for less than a full school year gets a vacation bank on June 30th which is proportional to the duration of his assignment during the preceding months as per applicable collective agreement or any other KSB regulations about working conditions.
- 2.4 [period to take annual vacations](#) Annual vacations should be taken within the financial year following their acquisition (normally twelve (12) months).
- 2.5 [non-redeemable benefit](#) Annual vacations are not redeemable except at the termination of employment.
- 2.6 [minimum days to be taken](#) Annual vacations are normally taken in blocks of five (5) days or more at a time agreed to between the employee and his immediate supervisor.
- 2.7 [holidays excluded](#) Board or statutory holidays that fall during an employee's annual vacation period are not deducted from their vacation bank (or result in the vacation period being extended by the number of Board or statutory holidays).
- 2.8 [requirement of the services](#) The vacation dates as submitted by the employee shall be approved, unless otherwise justified by the requirement of the services.
- 2.9 [priority among employees](#) If several employees' vacation plans fall within the same period, seniority shall be the determining factor.
- 2.10 [end of employment](#) When an employee leaves the Board, he is compensated for the annual vacation days to his credit for vacation earned. However the isolation premium and the retention premium will only be paid on the balance of vacation for the current year. These premiums will not be paid on any days deferred from previous years or vacation days accumulated for the next year i.e. the vacation days accumulated to the employee's credit for the next year must be paid out and cannot be used as time off.

3. Days of annual vacations

The following section describes the way the number of annual vacation days is determined, as stipulated in a collective agreement or in any other KSB regulations regarding working conditions.

- 3.1 [employees not entitled to annual vacation](#) The following employees of the Kativik School Board are not entitled to annual vacations:
- a) interim administrator on a contract of less than 2 months and not previously employed by the Board at the time of the temporary assignment ;
 - b) temporary employee who has been working for less than six (6) months.
- 3.2 [support staff](#) Support staff employees are entitled to the following annual vacations:
- a) 20 working days, for less than 17 years of seniority on June 30th of the year of acquisition;
 - b) 21 working days, for 17 years or more of seniority on June 30th of the year of acquisition;
 - c) 22 working days, for 19 years or more of seniority on June 30th of the year of acquisition;
 - d) 23 working days, for 21 years or more of seniority on June 30th of the year of acquisition;
 - e) 24 working days, for 23 years or more of seniority on June 30th of the year of acquisition;
 - f) 25 working days, for 25 years or more of seniority on June 30th of the year of acquisition.
- 3.3 [unionized professionals](#) Unionized professionals are entitled to the following annual vacations:
- a) 1 2/3 days per month of continuous service, when less than 1 year of continuous service as of June 30th;
 - b) 20 days, when between 1 and 17 years of continuous service as of June 30th;
 - c) 21 days, for 17 or 18 years of continuous service as of June 30th;
 - d) 22 days, for 19 or 20 years of continuous service as of June 30th;
 - e) 23 days, for 21 or 22 years of continuous service as of June 30th;
 - f) 24 days, for 23 or 24 years of continuous service as of June 30th;
 - g) 25 days, for 25 years and more of continuous service as of June 30th.
- 3.4 [professionals with annual vacation of less than 20 days](#) The professional may, with the consent of KSB, obtain a leave of absence without salary to complete a period of annual vacation of 20 days.
- The professional who is entitled to fewer than 10 days of annual vacation shall obtain, upon written request, a leave without salary to bring his annual vacation period to 10 days.

- 3.5 [administrators and school administrators](#) Administrators and school administrators are entitled to the following annual vacations:
- a) 25 days, for less than 5 years of experience with the Kativik School Board;
 - b) 30 days, for 5 years and more of experience with the Kativik School Board.
- 3.6 [senior executives](#) Senior executives are entitled to the following annual vacations:
- a) 30 days, for between 1 and 4 years of experience with the Kativik School Board;
 - b) 35 days, for between 5 and 9 years of experience with the Kativik School Board;
 - c) 40 days, for 10 years or more of experience with the Kativik School Board.
- 3.7 [maximum days to be deferred / 3.5](#) For the application of article 3.5 the total number of days deferred from previous years may not exceed 120.
- 3.8 [maximum days to be deferred / 3.6](#) For the application of article 3.6 the total number of days deferred from previous years may not exceed 160.

Procedure

- 3A) [years of seniority or services](#) *Years of seniority or of continuous service are always calculated on June 30th of the year of acquisition.*

4. Absence reports

- 4.1 [submission of report after return](#) For any annual vacations, the employee must send his authorized absence report to the payroll services, on the day of his return to work.

5. Final provisions

- 5.1 [replacement](#) Employees who are on annual leaves are not replaced except in very exceptional cases.
- 5.2 [derogation to the modalities of the directive](#) Any derogation to the modalities expressed in this document is subject to the approval of the Director-General.

6. Application of this directive

- 6.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

6.2 [responsibility for the application](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.