

**DIRECTIVE ON ANNUAL VACATION FOR  
SENIOR STAFF AND EXECUTIVES**

<b>Department responsible :</b> Human Resources	<b>Approved by :</b>  _____ Director general
<b>Effective date :</b> January 1 <sup>st</sup> 2003	<b>Amended :</b> June 20, 2003, May 5, 2008, July 1, 2009, December 15, 2015 and June 1, 2020
<b>References :</b> Resolutions: CC 2002/03-56 and CC 2019-2020-80	

**1. PREAMBLE**

- 1.1 [purpose](#) This directive, hereinafter referred to as the Directive, establishes certain rules with respect to annual vacation to which senior staff and executives of Kativik Iisarniliriniq, hereinafter referred to as the Board, are entitled.
- 1.2 [definitions](#) For the purposes of this directive, the following terms are defined as :
- a) **school year:** the 12 months between July 1 of one year to June 30 inclusively of the following year;
  - b) **senior staff:** an administrator, a manager, a school administrator and an adult education centre or vocational training centre administrator, full-time or part-time, as defined in the regulation on the working conditions of senior staff of Kativik Iisarniliriniq;
  - c) **executive:** Director General, Assistant Director General or Senior Advisor to Management, as defined in the regulation on the working conditions of senior executives of Kativik Iisarniliriniq;
  - d) **immediate supervisor:** a person responsible for the supervision of senior staff or a executive;
  - e) **continuous service:** period during which the senior staff or senior executive was continuously employed by the Board, regardless of job title, calculated at June 30 of each year.



## 2. FIELDS OF APPLICATION

- 2.1 [application](#) The Directive applies to all senior staff and executives of the Board who are entitled to annual vacation, as provided for in section 3.

## 3. GENERAL PRINCIPALS

- 3.1 [date of acquisition](#) Annual vacation is accrued by senior staff or executives and is owed on July 1 of each year.
- 3.2 [accumulation of vacation days](#) The number of vacation days paid and which are owing to senior staff or executives is proportional to the actual number of days worked during the previous school year in relation to the number of working days in an entire school year.
- 3.3 [application period](#) Senior staff and executives should take their annual vacation within 12 months following the acquisition date.
- 3.4 [excluded holidays](#) Statutory holidays and Board scheduled leaves are not deducted from an employee's vacation bank.
- 3.5 [holiday plans](#) Senior staff and executives must complete the *Projet de vacances* form provided by Human Resources and submit it to their immediate supervisor and to Human Resources.
- 3.6 [department needs](#) A vacation request submitted by a senior staff or executive must be approved by the immediate supervisor. The latter may refuse the request if justified by the needs of the department.
- 3.7 [by priority](#) If the vacation dates submitted by one or more senior staff or executives must be changed to meet the needs of the department during that same time period, priority is determined based on years of continuous service.
- 3.8 [end of employment](#) The Board pays the sum of all accrued vacation days owing to a senior staff or executive who leaves their position permanently. However, the isolation premium and the retention premium, if applicable, are only paid on the balance of the current year's vacation. These premiums are not paid on the vacation days carried over from previous years or on vacation days accumulated for the following year.



- 3.9 [leave of absence without pay](#) A senior staff member or an executive who obtains a leave of absence without pay for 6 months or more, may ask the Board to be paid, in whole or in part, the sum of vacation days accumulated only, under the same terms of section 3.8.
- 3.10 [promotion](#) When a professional or support employee is promoted to a management position, the value of the employee's accumulated vacation days are converted in proportion to the employee's new salary rate. The bank of current vacation days is not affected.

#### 4. ANNUAL VACATION DAYS

- 4.1 [employees not entitled to annual vacation](#) Senior staff or executives are not entitled to annual vacation :  
a) Interim senior staff or executives on a contract of less than 2 months and who were not employed by the Board at the time of the temporary assignment.
- 4.2 [vacation days for senior staff](#) Senior staff are entitled to the following vacation leave:  
a) 30 days.
- 4.3 [vacation days for executives](#) Executives are entitled to the following vacation leave :  
a) 40 days.
- 4.4 [vacation days carried over](#) Senior staff and executives may carry over vacation days from the current year to the next.
- 4.5 [maximum days to be carried over - senior staff](#) For the purpose of section 4.4., the total number of vacation days to be carried over by senior staff cannot exceed 120.
- 4.6 [maximum days to be carried over - executive](#) For the purpose of section 4.4, the total number of vacation days to be carried over by the executive cannot exceed 160.

#### 5. ABSENCE REPORT

- 5.1 [absence report](#) Upon return to work following a vacation, the senior staff or executive must submit an absence report to Payroll duly signed by the immediate supervisor.



## 6. OTHER PROVISIONS

- 6.1 [replacement](#) Senior staff and executives who take their annual vacation are not replaced, except in exceptional cases.

## 7. APPLICATION

- 7.1 [previous provisions](#) This directive replaces all other directives of the Board pertaining to this subject.

- 7.2 [responsibility](#) All employees must comply with this directive. All managers must know, understand, disseminate and apply the Directive.

The Director of Human Resource is responsible for interpreting and updating this directive.

