
Responsible for	President Board policy direction
	Human Resources Development Management (BP-225) Collective Agreement

POLICY

Annual vacations will normally not be allowed to become an ongoing liability.

REGULATIONS

1. Annual vacation shall be taken within six months after the period in which it is earned. (For employees covered by the Collective Agreement, this would be December 31.)
 2. Any extension beyond the six month period shall be approved by the appropriate senior administrator before the end of the six month period, and any additional extension shall be subject to approval by the President.
 3. Where an employee's annual vacation or portion thereof is extended beyond the period in which it was earned and the employee subsequently leaves the organization, the President may, however, authorize payment of cash in lieu of vacation, as he may deem appropriate.
 4. As a general policy, vacation entitlement shall not be accumulated for use in subsequent years.
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