

## Vacation Policy

Last Approved:	NOAMA Board	May 23, 2023
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### Purpose

NOAMA acknowledges that vacation is essential to employees' health and work performance. Employees are entitled to vacation each fiscal year and should be encouraged to use it in the year earned.

Vacation schedules are part of NOAMA's annual planning by ensuring that employees can take a vacation without impacting the ongoing operation of the Association. This document establishes the procedure for requesting the use of vacation entitlements.

Vacation entitlement is calculated based on the employee's uninterrupted years of service with NOAMA under the following schedule:

Term and contract employees on contracts will receive a vacation benefit in the form of six (6) percent of pay.

### Definitions

*Fiscal Year:* The vacation year is the twelve (12) month period, beginning April 1 to March 31.

*Years of Service:* Calculated using the employee's year of hire, based on years of service with NOAMA, or as outlined in the offer of employment.

### Application

All full-time and contract employees.

### Roles and Responsibilities

The employee shall enter a vacation request using the vacation tracking system.

Before submitting a vacation request to the supervisor, an employee must ensure that a vacation request does not exceed the earned vacation balance. Vacation requests that exceed the accumulated vacation balance will be considered for approval on a case-by-case basis.

The Executive Director (ED) must ensure that vacation balances are up to date in the vacation tracking system and that all vacation presents accurately. The annual review process should include a vacation balance review.

Employees shall plan vacation time as far in advance as possible. It is recommended that employees provide their supervisor with at least two (2) weeks' advance notice. A paid statutory holiday falling within a vacation period will not be considered as part of the vacation.

Vacation requests should take into account the operational requirements of the Association.

The approval of the ED or NOAMA Board (for ED) is required to carry over vacation. Employees must not exceed the maximum balance of two (2) times their annual vacation entitlement at any time. An

annual entitlement review will be conducted by NOAMA on March 31<sup>st</sup> each year. The ED is responsible for managing vacation schedules. The ED is responsible for managing his/her vacation schedules on behalf of the NOAMA Board.

Employees submit their requests to carry over vacation time to the ED or NOAMA Board (for ED) for approval. Each submission must be balanced with the operational impact of that employee taking additional vacation the following year.

Any vacation credits in excess of the maximum will be paid out on April 15 each year.

### Procedures

Vacation entitlement is calculated based on the employee's years of service as outlined in their letter of offer in accordance with the following schedule:

<b>Administrative Staff</b>	<b>Vacation Entitlements</b>
Less than 5 years	3 weeks
5 years	4 weeks
6 years	4 weeks + 1 day
7 years	4 weeks + 2 days
8 years	4 weeks + 3 days
9 years	4 weeks + 4 days
10 years	5 weeks
11 years	5 weeks + 1 day
12 years	5 weeks + 2 days
13 years	5 weeks + 3 days
14 years	5 weeks + 4 days
15 years	6 weeks
16 years	6 weeks + 1 day
17 years	6 weeks + 2 days
18 years	6 weeks + 3 days
19 years	6 weeks + 4 days
20+ years	7 weeks
<b>Executive Director</b>	<b>Vacation Entitlements</b>
Less than 5 years	4 weeks
5 years	5 weeks
6 years	5 weeks + 1 day
7 years	5 weeks + 2 days
8 years	5 weeks + 3 days
9 years	5 weeks + 4 days
10 years	6 weeks
11 years	6 weeks + 1 day
12 years	6 weeks + 2 days
13 years	6 weeks + 3 days

14 years	6 weeks + 4 days
15 years	7 weeks
16 years	7 weeks + 1 day
17 years	7 weeks + 2 days
18 years	7 weeks + 3 days
19 years	7 weeks + 4 days
20+ years	8 weeks

### **Termination of Employment**

Upon termination of employment with NOAMA, unused, accrued vacation credits will be paid out directly on the employee's final pay. If an employee has taken in excess of their accrued vacation entitlement, NOAMA will deduct an amount equivalent to the payment of non-accrued vacation from the employee's final pay, with the employee's prior written authorization. Any amounts outstanding after an employee's final pay will be billed back to the employee.

### **Related Documents**

*Employment Standards Act*

**DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	2021 05 11	Original policy
2.0	2023 05 23	Update to reflect changes in NOSM U vacation policy