



<b>SUBJECT:</b>  Annual Vacation Entitlement & Carryover – Out-of-Scope	<b>CATEGORY:</b>  Operations & Administrative Services – Human Resources	<b>NO.</b>  O-2.1
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**PREAMBLE**

This policy is applicable to all positions excluded from the Collective Agreement. Employees with employment contracts are exempted from this policy.

**POLICY**

Annual Vacation Entitlement

The vacation accrual year is July 1 to the following June 30. Employees are expected to take their earned entitlement prior to August 31 of the following fiscal year.

Unless otherwise stated within an offer of employment, annual vacation entitlement shall follow the Out-of-Scope Total Rewards Strategy as approved by the SIAS board of directors.

Carryover of Vacation

An employee shall be entitled to carry over any unused vacation entitlement from fiscal year to fiscal year to a maximum of ten days.

If an employee can substantiate that he/she was unable to consume all his/her vacation leave, authorization can be granted by a senior level of management (president, vice-president, associate vice-president, or dean) to approve a one-time carry over of all day(s) in excess of ten (10).

The extra carry over days must be consumed within a two-year period. If an employee having authorization for special carryover provision discontinues employment with SIAS, he/she will be paid out.

Any unused vacation entitlement exceeding 10 days that is not approved and not used by August 31<sup>st</sup> may be paid out at the June 30<sup>th</sup> hourly rate.

Approved by:  President & CEO	Prepared by:  Human Resources	Date Issued:  September 9, 2009	Supersedes/New  Supersedes	Page  1 of 1 #O-2.1
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