

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.9 Vacation

Group: All Staff

Purpose:

For bargaining unit employees to enjoy the benefit of annual vacation entitlement according to the terms of the Collective Agreement.

For exempt employees to enjoy the benefit of annual vacation entitlement according to the Employment Standards Act or better.

For employees to arrange and have vacation approved according to the operational requirements and policies of CVS.

Policy Statement:

Bargaining unit employees are entitled to annual vacation according to the terms of the collective agreement.

Exempt employees are entitled to annual vacation according to the terms set out in their letter of hire, to be no less than according to the Employment Standards Act.

Operational requirements must be met to ensure the health and well being of the individuals that we serve is of highest consideration when approving vacation requests.

Practice Standards:

Approval for all vacations are contingent upon operational requirements. Operational requirements will be determined by the Program Manager or designate.

Approval for all vacations will be made in accordance with the Collective Agreement for union employees and at minimum, the Employment Standards Act for exempt employees.

Approvals for all vacations will be made according to policy guidelines below.

Policy Audit: March Annually

Date Issued: March 19, 2004

Date Revised:

Position

Responsible: Executive Director or designate

References: ✍ Collective Agreement
 ✍ Employment Standards Act or Letter of Hire

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Vacation Guidelines for Staff Groups

No. of regular staff in the program	4 or less regular staff	5-10 regular staff	10 or more regular staff
No. of staff that may be on vacation at a time	1 regular staff may be on vacation at a time	2 regular staff may be on vacation at a time	3 regular staff may be on vacation at a time

- 2) When two permanent staff on irregular shifts are approved for time off, an overlap of up to two days is allowable.