

Title: Vacation Leave	Number: 5.20-4.1111.1
Approved by the Board of Governors Date: November 14, 2011	Implementation Date: November 14, 2011
History: Faculty/Staff Guidelines 1999 Scheduled Review Date: November 2014	Origin: Human Resources Authority: BVI Labour Code Act, 2010

Rationale

The College believes that paid vacation leave encourages employees to renew themselves physically and mentally. Vacation leave also supports employees by covering absences due to personal obligations, minor emergencies which may arise and, in lieu of sick leave, illness in the immediate family. Vacation leave is credited to eligible employees who are in pay status (working or on paid leave). It is expected that employees will take vacation leave every calendar year.

Policy

Employees are granted annual vacation leave on completion of the probation period. The following conditions pertain:

1. Eligible employees are those who have completed their probationary period.
2. Accrual rates vary according to job classification and grouping.
3. Vacation leave requires approval from the employee’s immediate supervisor, and is to be scheduled consistent with the operational needs of the unit.
4. The total allowable accumulation of vacation leave that can be carried-over to the next year, without written approval from the President, is the actual annual vacation leave entitlement for the employee. Any accrued vacation leave not taken which exceeds this amount at the end of the year is lost, and employees will not be compensated for lost time, unless a prior arrangement exists. If, based on the operational needs of the College, an employee may be called upon to defer vacation leave, this leave will be cumulative.
5. Upon termination of employment, an employee will be paid a lump sum for any unused vacation leave. If the employee is overdrawn on leave, deductions will be made from the final salary payments.
6. In the event of an employee’s death, any accumulated vacation leave will be credited to the employee’s estate.

7. Faculty is entitled to leave at the end of each semester. Leave at the end of the spring semester commences after graduation exercises. As part of their administrative responsibility, Academic Department Heads are required to report to work during the Spring Break unless otherwise arranged with the Dean and Vice President, and in keeping with the recommended number of days leave for their position.
8. Under certain conditions, employees may be required to report to duty during periods of approved leave. This leave will be credited to the employee to be taken at another approved time. Based on the position held, contact information should be provided for employees who will be on leave.
9. The dates of taking earned vacation leave shall be fixed by agreement between the immediate supervisor and the employee, and approved by the Human Resources Department.
10. If an employee is on approved vacation leave and he/she is hospitalized and/or has a documented illness, conversion of approved leave to sick leave is available and is at the employee's discretion. The request for conversion and supporting documents must be submitted within five working days of the employee's return to duty.
11. Public holidays and weekends are not counted as part of vacation leave.

Procedures

Purpose: To outline the policy and procedures for College employee's vacation leave.

Authority: HLSCC Board of Governors and the BVI Labour Code Act, 2010 (Part IV, Section 64–69).

Eligibility: An employee is eligible for paid vacation leave if he/she has been employed with the College for the probation period prior to the commencement of the leave, and for the unpaid leave from the date of employment. An employee must be employed on a contract of more than 50% and be a permanent worker to be eligible.

<u>Accrual Rates:</u>	Category 1	Grades 13 - 17	30 days per annum	2.5 per month
	Category 2	Grades 7 - 12	24 days per annum	2 per month
	Category 3	Grade 6 and below	18 days per annum	1.5 per month

Employees must be in an active payroll status in order to accrue vacation leave. Vacation leave is credited to an employee's account at the end of each month. Employees on study leave and/or during terminal leave period do not accrue leave.

Maximum Allowable Carry-Over: The annual vacation days assigned per employee.

Use of Accumulated Vacation Leave:

For employees who currently exceed the maximum allowable accumulation of leave, an eighteen (18) month window (opening) will be established to strategically reduce the accumulated days to the stated amount. This will be done through agreement between the employee and employer. If the full amount of leave has not been taken during the stated period, and doing so would create hardship for a department, an additional six (6) months can be granted or an arrangement made in lieu of leave. These situations will be reviewed on an individual basis.

Scheduling and Use of Vacation Leave:

- a. All applications for vacation leave must be submitted to the Human Resources Department via the immediate supervisor.
- b. Vacation leave usage must be approved in advance by the supervisor, and mutually agreed upon between the employer and employee.
- c. Vacation leave will be scheduled consistent with the operational needs of the unit, and some periods are subject to blackouts based on departmental needs.
- d. Leave not exceeding 10 days should be requested at least five days prior to the commencement of the leave. Leave equal to or exceeding 10 days should be requested at least four weeks prior to the commencement of the leave.
- e. Public holidays and weekends are not counted as part of vacation leave.

When a Holiday Occurs During Vacation Leave: A holiday occurring during an employee's approved vacation leave period is not considered as a day of leave. The following will be recognized as public holidays and will be paid in addition to vacation paid leave for staff:

New Year's Day
Good Friday
Sovereign's Birthday
Festival Tuesday
Christmas Day

H.L. Stouff's Birthday
Easter Monday
Territory Day
Festival Wednesday
Boxing Day

Commonwealth Day
Whit Monday
Festival Monday
St. Ursula's Day
