

## **SECTION 4**

### **COMPENSATION**

#### **4.05 VACATION**

**AUTHORITY:** THE COLLECTIVE AGREEMENT BETWEEN THE PROVINCE OF PRINCE EDWARD ISLAND AND THE UNION OF PUBLIC SECTOR EMPLOYEES

**ADMINISTRATION:** P.E.I. PUBLIC SERVICE COMMISSION  
GOVERNMENT DEPARTMENTS AND AGENCIES

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## 1. PURPOSE

- 1.01 To outline the terms and conditions related to the accumulation and utilization of an employee's vacation leave.

## 2. APPLICATION

- 2.01 This applies to those employees outlined in Article 2.01 of the Collective Agreement and the Excluded Terms and Conditions.

## 3. POLICY

### 3.01 Entitlement

- (a) Vacation entitlement for employees is set out in Article 21.01.
- (b) Temporary employees hired for less than four (4) months and casual employees are not entitled to vacation leave (Article 2.02). They are paid 12% in lieu of benefits as per Article 2.02(a) or 8% in lieu as per Article 2.02(b).

### 3.02 Granting of Leave

- (a) Vacation leave must be requested and approved in advance. The employee and supervisor agree upon acceptable vacation leave dates after giving consideration to operational requirements. Employees are not required to use all of their entitlement at one particular time but may be allowed to do so providing operational requirements permit.

### 3.03 Carryover

- (a) Employees, upon approval of the Employing Authority, may carryover unused vacation credits to the next fiscal year. If an employee does not receive requested leave during the fiscal year, the portion not granted shall automatically be carried over to the next fiscal year. The maximum carryover allowable is one (1) year's entitlement.

### 3.04 Advancement of Vacation Entitlement

- (a) Employees are advanced vacation credits equal to the amount that

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would be earned to the end of the current fiscal year.

- (b) Employees who terminate service for reasons other than lay-off, permanent disability or death will be required to repay vacation credits which were used but not earned. Repayment shall be calculated at the employee's current rate of pay and is recovered from monies owing to the employee at the time.
- (c) Employees may not use vacation credits other than those advanced for the current year or carried over from the previous year. Employees may not borrow from the entitlement for the upcoming fiscal year.

### 3.05 Recall from Vacation

- (a) Once an employee commences approved vacation leave, a supervisor shall make every effort possible to avoid recalling the employee back to work. However, if an employee is recalled to work, they will be compensated at the rate of double time for all hours worked or double time off in lieu. If compensation is in the form of time in lieu, it shall be taken at a time that is mutually acceptable to the Employing Authority and the employee. The employee's vacation leave shall be rescheduled at a time acceptable to the employee and supervisor.