



Abbotsford Centre

**SITE DIRECTIVE**

AC PHARMACY DIRECTIVE	
Title: <b>Vacation Selection</b>	Number: II - 40
Effective Date: November 2008	Approved By: <b>Jennifer Cowie, PPL</b>
Revision Date(s): October 2017, November 2018	
Review Date(s): October 2018	

**DIRECTIVE**

As per HSA and HEU contracts and PHSA policies regarding vacation, all vacation time is to be taken by Dec. 31<sup>st</sup> of each year.

**PROCEDURES**

1. The vacation calendar will be circulated to each staff member in order of seniority. Each staff member will have one (1) working day to make their selection.
2. To ensure adequate coverage for operational needs, a maximum of one (1) pharmacist and one (1) technician/assistant may take vacation at one time.
3. Vacation selections must be in line with the rules outlined in the collective agreement to which the employee is a member
4. All forecasted vacation time must be pre-booked during the vacation selection process.
5. Changes are permitted during the year if operationally feasible.
6. If pre-booked vacation days are cancelled, alternate dates must be chosen at the time of cancellation. Approval will be based on operational needs.
7. Only vacation days selected during the fall vacation selection process are awarded according to seniority. Vacation time requested after the selection process will be awarded on a first come, first serve basis and approved based on operational needs.

8. All vacation choices are subject to approval by the Pharmacy Professional Practice Leader or delegate according to operational requirements.