

Excerpt from “Guide for Schools 2018 - 2019” (HR)

1. How do non-teaching staff accrue vacation? Staff receive annual vacation with pay, based on years of continuous service and pro-rated on the basis of time worked in the previous twelve (12) months.

2. Can non-teaching staff elect to take vacation anytime they choose?

- 10-month Support and Exempt Non-Management have vacation automatically coded for them in the Time Recording System (TRS) to cover the days that are not named holidays, during Christmas, Spring Break and Teachers’ Convention. For any vacation requests outside of the above periods, staff must still have accrued vacation in excess of what is required to cover the above, and have approval from their supervisor in advance of requesting to take it.
- 12-month Support and Exempt Non-Management must accrue vacation prior to being able to request time off and the request must be approved in advance by the supervisor.
- 12-month staff who code more vacation than what they have accrued, the system will automatically convert the vacation time coded to Personal Leave Unpaid (PLU), resulting in the staff member seeing less pay than anticipated.
- 10-month staff, who use more vacation than what has been accrued to cover the “natural breaks” will result in the District recovering any overpaid monies on the staff member’s last pay.

3. Who is expected to be at work during Board Approved Non-Instructional Days, Teacher Days in Lieu and Teachers’ Convention?

Staff Group	Board Approved Non-Instructional Days	Teacher Days in Lieu	Teachers Convention
<i>Certificated Teaching Staff</i>	No	No	No
<i>10-month Support/Exempt Non-Management</i>	Yes	Yes	No
<i>12-month Support/Exempt Non-Management</i>	Yes	Yes	Yes
<i>Exempt Management</i>	Yes	Yes	Yes
<i>10-month Custodial</i>	Yes	Yes	Yes
<i>Maintenance</i>	Yes	Yes	Yes

Note: Non-teaching staff may request time off as per the information below.

4. How will non-teaching staff know if they have enough vacation to take additional time off?

- **12-month staff** accrue vacation each pay period. Staff can contact their Administrative Assistant to run a report in TRS, check their pay advice or call the Payroll Clerk for their alphabet to check on their current balance. (Connect>Employee Essentials/Benefits/Benefit Plans) Vacation must be accrued and approved prior to being used.

- **10-month Support Staff**

The eligibility for vacation outside of Christmas, Spring Break and Teachers’ Convention can vary from school year to school year depending on how many days, outside of publicly named holidays, there are during these periods. For 2018-2019 the guidelines for vacation for Board Approved Non-Instructional Days, Teacher Days in Lieu or another date within the school year are as follows:

10-month Support Staff with:

- **less than 7 years of continuous service are not eligible** for any other vacation (VAC) days as the vacation they accrue is all used during the Christmas, Spring Break and Teachers’ Convention.

- ◆ **with 8 - 16 years of service may utilize 1 day of vacation (VAC) after Spring Break.** Prior to this, staff will not have any vacation available outside of the natural breaks (Christmas, Spring Break, Teachers' Convention)
- ◆ **with 17+ years of service may utilize 1 day of vacation prior to Christmas and 1 day after Spring Break.**

10-month Support Staff may use Private Business Leave (PBL), Time Taken from Banked Time (TTB) and Personal Leave without Pay (PLU) as an alternate choice for time off. Time off must be with approval from their supervisor.

5. Are there any considerations staff must keep in mind when coding their time in TRS when it comes to Board Approved Non-Instructional Days, Teacher Days in Lieu or Teachers Convention (if applicable)?

- *12-month Support; Exempt Non-Management; Exempt Management; Maintenance staff and 10-month Custodial who wish to be away from work on these days need prior approval in writing from their supervisor and will use TRS coding consistent with the reason for their absence.*
- *10-month Support and Exempt Non-Management must accrue in excess of what is required to cover Christmas, Spring Break and Teachers Convention. If they do not have enough vacation, TRS will automatically convert any VAC coded to Personal Leave without Pay (PLU). Staff may wish to review this in advance and ask to use Private Business Leave (PBL), Time Taken Banked (TTB) or Leave Unpaid (PLU). The use of vacation is only restricted in circumstances where the staff member has not yet accrued enough vacation to cover the upcoming natural break. 10-month Exempt may also request to use Personal Leave (PLP). If participating in the Earned Day Off (EDO) program, they may request to use their EDO.*

6. Why are there vacation guidelines specifically in place for 10-month Support and Exempt Staff?

Vacation accrued by 10-month staff during the school year is used to cover their absences during Winter Break and Spring Break. These guidelines help to prevent 10-month staff from unintentionally coding more vacation than what they have accrued prior to covering the natural breaks. Using more vacation than what is accrued will result in the District recovering these monies on the 10-month staff member's last pay.