

MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Operational Requirements of Organization/Guidelines for Vacation Approval	Code: HR144
		Date of Issue: October 1997
		Revised: May 2013
		Page 1 of 2

PURPOSE: This policy will outline the minimum operational requirements for staff coverage during regular and prime time vacation periods and the manner in which vacation is granted.

Safety and continuity of the people we support is of the utmost priority to the agency. It is a goal of the agency to have support cancellations at a minimum.

Other Related Policies: AD170 Request for Leave

DEFINITIONS:

PRIME TIME VACATION PERIODS - defined as Christmas period, July, and August.

SENIOR MANAGEMENT TEAM – includes the Director of Support Services, General Manager, and Executive Director.

OPERATIONAL REQUIREMENTS - Minimum staffing required to meet support needs that are known and anticipated.

PROCEDURE:

Vacation will be granted based on the following conditions:

1. The operational needs of the employer as defined below:
 - i) **Senior Management Team Member:** A minimum of one on duty.
 - ii) **Managers:** There will be a minimum of two Managers on duty at all times.
 - iii) **Full-Time, Part-Time, Casual Relief Support Staff, and Home Support Workers:** Each module will not have more than 25% of full-time and part-time staff off at the same time. This includes people off on leaves who are not replaced and is dependent on whether staff coverage can be found.

TOPIC: Human Resources	SUBJECT: Operational Requirements of Organization/Guidelines for Vacation Approval	Code:	HR144
		Date of Issue:	October 1997
		Revised:	May 2013
		Page 2 of 2	

Special considerations: If a person we support has chosen to not require support during the period requested for vacation, staff may, at the discretion of the employer, have vacation granted due to lack of available work.

2. **DURING NON PRIME TIME VACATION** periods, leave will be granted on a first requested, first approved basis.
3. **DURING PRIME TIME VACATION** periods, bargaining unit staff will have vacation granted as per Article 29.01 (iii) of the Collective Agreement.