



TITLE

VACATION CARRY OVER AND PAYOUT

SCOPE

Provincial

DOCUMENT #

1114-01

APPROVAL AUTHORITY

Executive Leadership Team

INITIAL EFFECTIVE DATE

February 27, 2020

SPONSOR

Vice President, People, Health Professions & Information
Technology

REVISION EFFECTIVE DATE

December 16, 2020

PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Vacation Policy (#1114)

SCHEDULED REVIEW DATE

March 31, 2022

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact Policy Services at policy@ahs.ca. The Policy Services website is the official source of current approved policies, procedures, directives, standards, protocols, and guidelines.

OBJECTIVES

- To provide temporary direction on the management of vacation, **vacation carry over**, and vacation payouts for Non-Union Exempt Employees (NUEE).

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Directive Supersedes Policy

- The requirements set out in this Directive supersede the requirements and limits set out in the *Vacation Policy*, *Delegation of Approval Authority Policy*, and the *Delegation of Human Resources Authority Matrix* for the period this Directive is effective. Where there is conflicting direction or allowances between this Directive and another AHS policy, this Directive applies.

2. Vacation

- It is the expectation that any vacation accrued in the current year's vacation bank (i.e., vacation accrued before April 1, 2020) be taken before March 31, 2021. **Managers** shall work with their NUEE staff to schedule vacation accrued for the 2020/21 fiscal year before March 31, 2021.

- 2.2 Managers may approve vacation carry over requests for NUÉE staff for up to 15 days (116.25 hours).
- 2.3 A vacation carry over request for NUÉE staff for over 15 days (116.25 hours) requires approval by the Vice President of the respective **department**.
- 2.4 Vacation payout shall not be approved except in exceptional circumstances. In exceptional circumstances where there is excess vacation, any vacation payout request for NUÉE staff up to 15 days shall require approval of the Manager of the respective department. Any vacation payout requests over 15 days requires Vice President approval.
- 2.5 In-scope requests for carry over and payout shall be in accordance with the applicable Collective Agreement.
- a) Approval of vacation carry over for in-scope employees shall follow the same approval levels as stated in Sections 2.2 and 2.3 of this Directive.

DEFINITIONS

Department means any department, division, unit, program, portfolio, section or service within the AHS organizational structure.

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring and supervising direct (employee) reports.

Vacation carry over means any unused vacation that was approved to carry over into the next annual vacation year.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Delegation of Approval Authority Policy* (#1168)
 - *Vacation Policy* (#1114)
- Alberta Health Services Resources:
 - *Collective Agreements*
 - *Delegation of Human Resources Authority Matrix*
 - *Non-Union Exempt Employees Terms and Conditions of Employment*

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