TITLE
Vacation Carry Over and Payout

SCOPE
Provincial

APPROVAL AUTHORITY
Executive Leadership Team

SPONSOR
Vice President, People

PARENT DOCUMENT TITLE, TYPE AND NUMBER
Vacation Policy (#1114)

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 the Policy & Forms Department at policy@ahs.ca. The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

OBJECTIVE

- 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

   1.1 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

   2.1 It is the expectation that any vacation accrued for the 2019/20 fiscal year (i.e., vacation accrued before April 1, 2019) be taken before March 31, 2020. Managers shall work with their NUEE staff to schedule vacation accrued for the 2019/20 fiscal year before March 31, 2020.

   2.2 A vacation carry over request for NUEE for over five (5) days (38.75 hours) requires approval by the Vice President of the respective department.
2.3 Vacation payout shall not be approved except in exceptional circumstances. In exceptional circumstances, any vacation payout request for NUEE shall require approval of the Vice President of the respective department.

2.4 In-scope requests for carry over and payout shall be in accordance with the applicable Collective Agreement.

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 Forms:
  - Vacation Carry-Over Request (#09082)
- Alberta Health Services Resources:
  - Delegation of Human Resources Authority Matrix
  - Collective Agreements
  - Non-Union Exempt Employees Terms and Conditions of Employment

VERSION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>