



TITLE

**VACATION**

SCOPE

Provincial

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**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.

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## OBJECTIVES

- To outline the management and use of Alberta Health Services' (AHS) employee vacation.

## PRINCIPLES

AHS supports the use of vacation as an important employee benefit that contributes to health, wellness, and a balanced lifestyle. Vacation accrues throughout the **annual vacation year**, in accordance with an applicable collective agreement or other terms and conditions of employment.

## 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).

Applicable collective agreements or other terms and conditions of employment take precedence in the case of a conflict with this policy.

## ELEMENTS

### 1. Points of Emphasis

- 1.1 Employees and **managers** shall work together to ensure employees use their full vacation entitlement each annual vacation year.
- 1.2 Vacation accrued in one annual vacation year is intended to be fully used by the end of the following annual vacation year. Vacation may also be taken in the year it is accrued.

- 1.3 Employees and managers shall review vacation accruals on a regular basis and at least annually to ensure accuracy and identify any **unused vacation**.
- 1.4 Where an employee holds multiple AHS positions, they are not permitted to work in any of their multiple positions (including **casual positions**) at the same time (i.e. during the same hours of the same day) as they are on vacation or another form of leave (paid or unpaid) from any of their multiple positions.

## 2. Vacation Requests and Scheduling

- 2.1 Employees shall communicate their preferred individual vacation schedule to their manager in writing and in advance for the full annual vacation year, as required under the applicable collective agreement or other terms and conditions of employment.
- 2.2 When approving vacation requests, managers will consider staffing and operational requirements.
- 2.3 Requests to use vacation shall not exceed the number of vacation hours accrued to the date of the requested vacation period, unless agreed to by the manager.
- 2.4 Any additional time off approved by the manager beyond the vacation hours that have accrued to the date of the vacation period would require the employee to use all accrued statutory holiday time, overtime, and any other applicable banks of time. Where other forms of banked time are not available, unpaid leave may be granted by the manager.
- 2.5 Where an employee has unused vacation, the manager and employee will develop a plan for the employee to use the vacation within the next vacation year.
- 2.6 Subject to the applicable collective agreement or other terms and conditions of employment, if an employee and their manager are unable to identify a mutually agreeable time to schedule the employee's vacation and the employee's vacation is not scheduled by September 30, the manager may schedule vacation for the employee.
- 2.7 A manager shall make and document all reasonable attempts to reach mutual agreement with an employee prior to scheduling. A minimum of two weeks' notice in writing shall be provided to the employee in advance of the start date of their vacation.
- 2.8 Employees who extend their vacation without prior approval may be subject to disciplinary action up to and including termination of employment.

## 3. Carry Over of Unused Vacation

- 3.1 Under limited circumstances, and as per the applicable collective agreement or other terms and conditions of employment, an arrangement may be made between the manager and the employee to carry over unused vacation.

- 3.2 Employees are required to use the vacation carried over at a mutually agreeable time in the next annual vacation year. Where a mutually agreeable time is not found, section 2.6 applies.
- 3.3 A **vacation carry over request** up to a maximum of ten (10) working days (or equivalent) requires manager approval. Any vacation carry over request greater than ten (10) working days (or equivalent) requires approval by the Vice President of the respective **department**.
- 4. Payout of Unused Vacation**
- 4.1 Under limited and exceptional circumstances, and as per the applicable collective agreement, an arrangement may be made between the manager and the employee to pay out unused vacation accrued by March 31.
- 4.2 Any payout of unused vacation is subject to the applicable collective agreement, other terms and conditions of employment and/or *Employment Standards Code* (Alberta), and, unless otherwise provided, requires a voluntary agreement between the manager and the employee.
- 4.3 Any vacation payout requires written approval by a manager with DOHRA level HR9 or above of the respective department.
- 4.4 Any decision on the payout of unused vacation shall be communicated, in writing, to the employee.
- 5. Reinstatement of Vacation**
- 5.1 In certain circumstances, (e.g., hospitalization during a period of approved vacation), vacation may be reinstated as per the applicable collective agreement or other terms and conditions of employment.
- 6. Change of Employment Status**
- 6.1 Upon termination of employment, an employee's unused vacation is paid out in full, subject to applicable tax and/or other deductions.
- 6.2 Vacation cannot be taken on the last day of employment with AHS.
- 6.3 Vacation shall not be used to extend an employee's termination or retirement date.
- 6.4 Upon an employee's transfer from a position that accrues vacation to a position that receives a percentage in lieu each pay date, an employee's accrued vacation shall be paid out in full, subject to applicable tax and/or other deductions.

## DEFINITIONS

**Annual vacation year** means a defined twelve (12) month period as specified in the applicable collective agreement or other terms and conditions of employment.

**Casual position** means an employment relationship defined in the applicable collective agreement or other terms and conditions of employment as “casual”.

**Department** means any division, unit, clinic, program, portfolio, sector, 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.

**Unused vacation** means any vacation time that was earned and intended to be fully used by the end of the following annual vacation year, but has not been used.

**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)*
- Alberta Health Services Resources:
  - *Delegation of Human Resources Authority Matrix*
  - *Collective Agreements*
  - *Non-Union Exempt Employees Terms and Conditions of Employment*
  - *Vacation Toolkit for In-scope and all Senior Leadership, Management and Out of Scope Employees*
  - *e-People Quick Reference Guide – Requesting a Bank Payout*
- Non-Alberta Health Services Documents:
  - *Employment Standards Code (Alberta)*

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