



Procedure HR - #5

Title: **VACATION ALLOCATION – SUPPORT STAFF**

Adopted: June 2, 2009

Revised: April 2020

PURPOSE

The purpose of this procedure is to establish guidelines and expectations regarding vacation time for Support staff.

PROCEDURES

1. Bloorview School Authority support staff employees are granted vacation based on the number of years of service. Since school support staff are required to be in attendance while the students are in school, this allocated vacation is taken at set times throughout the year.
2. Staff will be marked on vacation at the following times of the year:
 - a. Winter Break
 - a. Up to seven (7) days are allocated as vacation days for ten-month employees during Winter Break
 - b. There are three (3) statutory holidays (December 25, 26, January 1) which are included in Winter Break
 - b. March Break
 - a. Five (5) days are allocated as vacation days for ten-month employees during March Break.
 - c. Professional Activity Days
 - a. Professional Activity Days may be considered vacation days for support staff when requested by the staff member and approval is granted, refer to the Collective Agreement for further information.
3. For any other vacation day(s) requested by a staff member, an absence form must be submitted for approval by the Principal/Vice Principal. Vacation approvals will be granted on a case-to-case basis.
4. Any days remaining in the support staff employee's vacation bank will be paid out at the end of the school year.