SUPPORT STAFF VACATION ENTITLEMENT

1. Regular Employees

Regular non-teaching employees of the Division will earn vacations or vacation pay as follows:

Salaried Employees

After one to nine (inclusive) years of employment	3 weeks
After ten to seventeen (inclusive) years of employment	4 weeks
After eighteen or more years of employment	5 weeks

Hourly Employees

First to ninth (inclusive) year of employment	6%
Tenth to seventeenth (inclusive) year of employment	8%
Eighteen or more years of employment	10%

Increases in vacation entitlement will be made effective the beginning of the pay period following the anniversary date of employment (start date of current employment). For those employees that began employment at the beginning of the school year, their increment will be made effective in the first pay period of September.

2. Salaried Employees – Vacation Carryover

All twelve month employees on semi-monthly salary are to take their holidays in the year earned or in the year immediately after so that no more than five days are carried forward. The anniversary date for holiday purposes is June 30th. Carryovers in excess of five days will be granted by the Board only in exceptional circumstances.

3. Casual Employees

Casual employees will be paid vacation pay at a rate of four percent of earnings.

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