



SUBJECT: Vacation	POLICY NO: HR - 3	LAST REVISED: June 28, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes that all employees are entitled to Vacation Leave.

Procedure

The SPSA shall grant all full-time, part-time, casual and temporary employees annual holiday pay as follows:

Full-time contract Administrative Personnel members shall be entitled to the following annual holidays:

0 - 4 years employment	3 weeks (after completion of one year's employment)
5 - 15 years employment	4 weeks
over 16 years employment	5 weeks

Part-time, casual and temporary hourly employees will be paid vacation pay as outlined in the Saskatchewan Labour Standards Act.

Vacation time shall be arranged by the General Manager in consultation with the Administrative Staff in such manner that there will be sufficient staff to carry out the work of the Association. Vacation entitlement earned during one contract year (July 1st - June 30th) but not used, may be accumulated up to a maximum to two (2) weeks if the said contract is renewed, otherwise accumulated holidays will be paid out at the end of the contract period.

After one year of employment, employees shall be entitled to all the Campus Christmas holidays with no effect on holiday time or salary. Should employment be terminated before one year of employment is completed, this benefit will be prorated based on the number of months worked.