



SUBJECT: Vacation	POLICY NO: HR – 3	LAST REVISED: September 24, 2026
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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 fiscal year (July 1st – June 30th) but not used, may be accumulated up to a maximum of two (2) weeks if the said contract is renewed, otherwise accumulated holidays will be paid out at the end of the fiscal period.

After completion of one year of continuous employment, employees who have signed a valid employment agreement, shall be entitled to all the SPSA Christmas holidays with no reduction in salary or accrued holiday entitlement. SPSA Christmas holidays are defined as follows:

- December 24 - afternoon
- December 26 – full day
- December 31 – afternoon

Should any of these days fall on a weekend, no additional compensatory time off will be provided in lieu of the weekend date(s).