



FAQ Vacation Leave for SPA Employees

Q. How should I use my vacation time?

- A. Paid vacation is intended to encourage and allow employees to engage in restful, recreational activities to renew physical and mental capabilities. As well, vacation leave can be used:
- For absences due to personal obligations
 - For adverse weather conditions
 - In lieu of sick leave
 - For absence due to illness, injury, or death of immediate family

Q. When do I earn my leave for the month?

- A. Your leave is accrued after you are in pay status for one-half or more of the regularly scheduled work days in a month.

For example: The month of January 2005 includes 21 working days. Eligible employees who work Monday – Friday from 8:00 – 5:00 and who are in pay status would accrue vacation leave on January 17, 2005.

Q. How much leave can I carry over from one year to another?

- A. Vacation leave is cumulative until December 31st of each year. The maximum amount that can be carried into the next calendar year is 240 hours for full-time employees; the amount carried over is pro-rated for part-time employees. All vacation leave above the maximum is converted to sick leave on January 1st.

Q. Who is responsible for leave administration?

- A. Management is responsible for ensuring that employees are given opportunities to take accumulated leave.

Employees are responsible for maintaining leave balances; vacation leave should be scheduled in advance and approved by the employee's supervisor.

Q. Can I take leave before I earn it?

- A. Yes. Management may advance vacation leave to an employee based on individual circumstances and organizational requirements.

The maximum advancement is the amount the employee would earn through the remainder of the current calendar year.

Q. What happens if I run out of leave before the end of the year?

- A. A negative vacation leave balance cannot be carried from one calendar year to the next and must be deducted from the employee's pay.