



POLICY ON VACATION LEAVE

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| POLICY NUMBER: | 2009-02-POL |
| TITLE OF THE POLICY: | Policy on Vacation Leave |
| DATE OF ADOPTION: | April 28, 2009 |
| COUNCIL RESOLUTION NUMBER: | 2009-02-POL |
| SUPERSEDES: | Policy on Vacation Leave [PG-004-04] |
| DATE OF IMPLEMENTATION: | March 09, 2011 |
| PROJECTED DATE OF REVISION | |
| PURPOSE OF THE POLICY: | This policy provides the framework for the calculation of annual vacation leave as well as its administration for all employees of The College. |
| REVISION NUMBER: | One |
| ACCOUNTABILITY: | This policy is under the responsibility of the Human Resources Department |
| ASSOCIATED PROCEDURES: | These will be developed and implemented by the Human Resources Department |
| HISTORY: | Revised (Original Policy in 1975 - PG-004-04) |

1. Authority

- 1.1. This policy is adopted under The College Council's general responsibility for The College's well-being and to make regulations with respect to employment of staff and faculty.¹

2. Definitions

- 2.1. Annual vacations are periods of paid rest and relaxation away from the duties of employment.

3. Eligibility

- 3.1. Permanent and contract employees are entitled to vacation leave benefits as specified in 4. below.
- 3.2. Part-time employees are entitled to annual paid vacation pro-rated on the basis of the full-time leave entitlement.
- 3.3. Temporary employees are not eligible for vacation; rather, they receive vacation pay of four percent (4%) of gross earnings.

4. Vacation Leave Entitlement

- 4.1. Employees governed by The College's Agreement with the Bahamas Public Service Union earn annual paid vacation leave in accordance with the following schedule:
 - 4.1.1. Employees with one (1) to three (3) years of continuous service are entitled to fifteen (15) working days.
 - 4.1.2. Employees with four (4) to ten (10) years of continuous service are entitled to twenty (20) working days.
 - 4.1.3. Employees with over ten (10) years of continuous service are entitled to twenty-five (25) working days.
- 4.2. Employees governed by The College's Agreement with the Union of Tertiary Educators of The Bahamas (faculty members) earn five (5) weeks' vacation per year to be taken in the summer months. The difference between the vacation entitlement and the time free from instructional duties is not vacation.
- 4.3. Other full-time permanent and contract employees earn five (5) weeks' vacation per year.
- 4.4. In addition, in accordance with the current agreement with middle managers, those with more than ten (10) years of service at The College are granted one (1) additional (non-cumulative & non-deferred) week's vacation on every fifth (5th) year anniversary thereafter (i.e., in his/her 15th, 20th, and 25th year of service as middle managers).

¹ Article 8.3.i

5. Vacation Leave Calculation and Accrual

- 5.1. Vacation leave is calculated from the date of employment and is accrued for each week worked at a rate of $1/52^{\text{nd}}$, the value of the vacation for each week of full-time employment.
- 5.2. Accrued vacation must be taken within six (6) weeks of the twelve (12)-month period in which it has been accrued.
- 5.3. A maximum of five (5) days may be accrued beyond the six (6)-week period described above if the employee makes a special request with which the employer has agreed, and those five (5) days must be taken within the twelve (12)-month period described above. Such agreements must be in writing and must be filed with the Department of Human Resources.
- 5.4. When an employee is on leave from The College, whether study leave, sabbatical or other leave, it shall be assumed that all vacation leave is taken during the leave and no vacation leave shall accrue over this period unless approved by The College's President for a maximum of five (5) days.

6. Authorization for Vacation Leave

- 6.1. Employees shall request authorization to take vacation leave through the unit head using The College's vacation leave request form. Unit heads shall have the right to request that vacation be taken at a different time than the one (1) requested if required to ensure the appropriate functioning of The College but may not refuse requests where such a refusal will lead to an accrual beyond the six (6) weeks after the year in which the vacation leave was earned.
- 6.2. Employees may not take vacation leave where it has not been authorized by the unit head.
- 6.3. Unit heads shall request that annual vacation leave be agreed to well in advance of vacation time in order to ensure adequate arrangements are made for carrying out the duties of the absent employee.
- 6.4. Vacation leave will not be granted in the first (1st) six (6) months of service, after which it shall be granted as accrued.
- 6.5. While vacation leave may be granted for one (1) or more days at a given time, every employee shall have no less than at least one (1), two (2)-week period of vacation per year.
- 6.6. Nothing contained within this clause shall limit the employer's right to place an employee on mandatory vacation for any or all vacation earned during that calendar year based upon the operational circumstances of the of the institution, subject only to the employer and employee agreeing to an alternative period of vacation that is also In keeping with these operational circumstances.
- 6.7. Public holidays occurring during a vacation leave do not count as vacation leave.
- 6.8. An employee who falls ill while on vacation leave shall be eligible for sick leave with effect from the beginning of the certified incapacity. He/She shall first furnish the employer with a statement from the attending/practising medical doctor, stating that he/she is medically unfit for duty. A definite time period for illness must be given. The employee shall not, however, be permitted, if he/she is within The Bahamas to resume his/her vacation leave unless he/she first returns to work on the termination of the sick leave. If the sick leave extends beyond the approved vacation leave, the

employee shall return to work at the expiry of the sick leave. (See Article 24, subsection 12 of the BPSU Agreement.)

7. Request for Vacation in Advance of Accrual

- 7.1. The request for vacation leave which has not yet been earned will not normally be approved though, under exceptional circumstances, such a request may be granted.
- 7.2. In the case of vacation leave taken in advance of accrual, the time taken will be deducted before any further vacation leave is approved.

8. Request for an Extension of Granted Vacation Leave

- 8.1. An employee on vacation who wishes to extend his/her vacation leave and has additional vacation time may do so by making such a request to his/her unit head. Such a request shall not be automatically granted, but may be granted if doing so does not impede the work of the department.

9. Transfer of Accrued Vacation

- 9.1. No accrued vacation shall be transferred. An employee who transfers to The College from another governmental institution will be required to take all outstanding vacation leave prior to joining The College.

10. Availability and Recall from Vacation

- 10.1. As vacation is a period of rest and relaxation away from work, The College will make every effort not to disturb employees on vacation. There may be employees, however, whose duties are such that The College may need to reach them in the event of an emergency. For such employees, the unit head shall ask for an email or phone contact number.
- 10.2. Under exceptional emergency circumstances, an employee may be recalled from vacation. Such recalls require the prior approval of the relevant Vice-President. In such cases, the leave will be reinstated and taken at the earliest possible date. Any costs incurred by the person as a result of having his/her vacation leave cancelled by The College shall be reimbursed upon the presentation of appropriate receipts.

11. Vacation Leave upon Termination of Employment

- 11.1. When an employee leaves employment or retires from The College, the outstanding leave accrued for that year shall be accorded prior to final termination.

12. Accountability

- 12.1. It is the responsibility of the Human Resources Department to:
 - 12.1.1. Maintain accurate records and calculate vacation accrual and vacation leaves.
 - 12.1.2. Inform employees of the amount of vacation leave accrued on a regular basis.
 - 12.1.3. Inform unit heads of the vacation leave status of employees in their unit on a regular basis.
 - 12.1.4. Inform all employees and monitor the implementation of this policy.

- 12.2. It is the responsibility of the employee to:
 - 12.2.1. Monitor his/her vacation accrual.
 - 12.2.2. Request vacation leave such as to expend all vacation prior to six (6) weeks into the year following the year in which vacation was accrued.
 - 12.2.3. Submit timely requests such that the unit can manage the absence.
 - 12.2.4. Report for duty unless in the possession of an approved vacation leave request.
- 12.3. It is the responsibility of the unit head to:
 - 12.3.1. Plan for all vacation leave in his/her department;
 - 12.3.2. Authorize vacation leaves such that this policy is respected.
 - 12.3.3. Report when an employee is absent from duties without an approved vacation leave request.

13. Transition Measures

- 13.1. All unit heads are required to make provision for all employees who are currently carrying accrued vacation to exhaust this accrued leave before June 30th 2012.
- 13.2. Any employee carrying accrued vacation as of March 9th, 2011 must make plans to exhaust this accrued vacation prior to June 30th 2012.
- 13.3. The Human Resources Department is to provide quarterly reports to the President on the decrease in accrued vacation beyond the permissible six (6) weeks, ending with all accrued vacation having been exhausted prior to June 30th 2012.
- 13.4. The President will provide quarterly reports to Council on the implementation of this policy until June 30th 2012.