

## ADMINISTRATIVE PROCEDURE

**Personnel and Employee Relations**

Vacation Benefit for Non-  
Collective Agreement Staff

PER #04

**Revised: March 2026**

### Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states *"the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."*

### Procedures

1. Non-certificated employees are designated as either ten-month employees or twelve-month employees depending on the needs of the department and the division. Employees' ten-month or twelve-month designations are determined and communicated with the employee at point of hire.
2. Vacation entitlements for employees with specialized contracts are governed by the terms of their individual contract agreements.
3. Christ The Redeemer (CTR) Catholic School Division twelve-month non-certificated staff, will receive the following vacation entitlement per the staff members service year, effective December 1, 2015:
  - a. less than 1 year 1.25 days per month of service
  - b. 2<sup>nd</sup> through 6<sup>th</sup> year 20 days annual vacation
  - c. 7<sup>th</sup> through 14<sup>th</sup> year 25 days annual vacation
  - d. 15<sup>th</sup> year and beyond 30 days annual vacation
4. Effective December 1, 2015, CTR Catholic contracted ten-month non-certificated staff and all casual employees (except Non-Certificated Classroom Supervisors and Nutrition Program Assistant; see note below) shall receive the following vacation entitlement per the staff member's service year. Vacation pay will be included on the employees' monthly pay cheque.
  - a. 1<sup>st</sup> year of employment 6 % of salary
  - b. 2<sup>nd</sup> through 6<sup>th</sup> year 7 % of salary
  - c. 7<sup>th</sup> through 14<sup>th</sup> year 9% of salary
  - d. 15<sup>th</sup> through 20<sup>th</sup> year 10% of salary
  - e. 21<sup>st</sup> through 30<sup>th</sup> year 12% of salary

Note: Non-Certificated Classroom Supervisors and Nutrition Program Assistant pay rate is inclusive of vacation time and therefore not subject to this Administrative Procedure.

5. Vacation entitlement is accrued based on the employee's service year.
  - Year 1 (Date of Hire to 1st Anniversary): 15 days of vacation accrued or 6%
  - Years 2 through 6: 20 days of vacation accrued annually or 7%
  - *Further entitlements follow subsequent service milestones as above.*
6. In the event an employee has fully used a year's vacation entitlement and the employee leaves CTR Catholic prior to the end of the year (therefore the vacation entitlement has not been fully earned) a prorated amount reflecting the unearned vacation pay will be withheld from the employee's final paycheck.
7. CTR Catholic expects outstanding work from our employees, and we support employees having an appropriate balance in life. CTR Catholic believes a significant break from work during the year is necessary for employees to maintain a balance in life. CTR Catholic also believes that with proper planning all employees can fully utilize their vacation entitlements. Therefore, an employee's vacation entitlement shall be used during the year it is earned. With the approval of the Superintendent, or designate, a maximum of 5 days of vacation entitlement may be carried forward from one year to the next.
8. Vacation schedules must not interfere with the scheduled operation of our schools and facilities, and requests for vacation leave require prior approval by the employee's supervisor, in order to ensure adequate staffing levels are in place. For Catholic Education Centre and St. Thomas Centre staff, vacation leaves occurring within school breaks when divisional events are scheduled (i.e. Opening Mass/Professional Development and Faith Days) shall only be approved as exceptions by the supervising superintendent of that department.
9. If a mutually satisfactory decision is not established between the employee and the Superintendent, or designate, regarding the unused allotted vacation days for the year, the employer may choose to provide 2 weeks' written notice of the date on which the employee's vacation is to start and the employee must take the vacation at that time.
10. Employees who are terminated by CTR Catholic due to redundancy and are re-employed within a two-year period shall have their vacation entitlement re-instated in full in relation to the total years of service within CTR Catholic.