

3.6 EMPLOYEE VACATION**INTENT:**

All LICA employees are entitled to annual paid vacation leave.

3.6.1 DIRECTIVES:

- 3.6.1.1** The full-time employee is entitled to a minimum of two weeks (80 hours) paid vacation or as per the negotiated employment contract, in accordance with the Alberta Employment Standards Code
- 3.6.1.2** Vacations must cause minimal disruption of business operations.

3.6.2 IMPLEMENTATION:

- 3.6.2.1** Vacation leave requires the prior authorization of their direct supervisor(s), with as much notice as possible.
- 3.6.2.2** A maximum of 1-week vacation (40 hours) entitlement may be carried over into the next calendar year with direct supervisor(s) approval.
- 3.6.2.3** Supported by a medical certificate, an employee who falls ill or suffers an accident during vacation, will be granted appropriate leave in lieu of vacation entitlements.
- 3.6.2.4** An employee leaving the employ of LICA will have pay adjusted as defined under the Alberta Employment Standards Code.

Review Dates: September 27, 2006; June 11, 2009; May 3, 2017; May 27, 2020; April 24, 2023

Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 3, 2020; April 27, 2023

Operational Policy: Personnel Policy 3.6 – Employee Vacation