

Holidays

1. Public Holidays - Leave with pay shall be granted to an employee on a prorated basis for time the employee is required to work on any public holiday. Public holidays recognized by the SASSA shall be those listed below:
 - a) New Year's Day
 - b) Family Day
 - c) Good Friday
 - d) Victoria Day
 - e) Canada Day
 - f) August Civic Holiday
 - g) Labour Day
 - h) Thanksgiving Day
 - i) Remembrance Day
 - j) Christmas Day
 - k) Boxing Day
 - l) Floating Holiday (chosen by the Administration Centre)

When any of the above holidays fall on an employee's day off or day of rest or during their vacation, an alternate date or prorated time (in the case of part-time employees) shall be recommended for approval by the President.

2. Annual Vacation - Employees, after the equivalent of one (1) year of continuous full time service, shall be granted three (3) weeks' vacation with pay; after completion of the equivalent of ten (10) years continuous full time service, shall be granted four (4) weeks' vacation with pay; after completion of the equivalent of fifteen (15) years continuous full time service, shall be granted five (5) weeks' vacation with pay; after completion of the equivalent of twenty-five (25) years continuous full time service shall be granted 6 weeks' vacation with pay unless otherwise negotiated by the employee. As an example: an employee normally working 4 hours a day, 5 days a week would require two (2) years of service before being entitled to a paid vacation period of three (3) weeks.
3. Any new employee not having a year service to the commencement of the holiday period shall be allowed holidays at the rate of 1 1/4 working days for each completed month of service.
4. For the purpose of computing annual vacations, the anniversary date of employment shall be utilized.
5. A permanent employee leaving the service shall be entitled to a payment for the balance of all unused vacation credits.
6. A maximum of one week's current annual vacation eligibility may be carried over for use in the following year in special circumstances upon receipt of a written request outlining the reasons prior to December 31st for approval by the Executive Committee.
7. Each employee shall advise the President of the actual dates on which he/she would prefer to go on vacation.

An approved Vacation Schedule shall be provided to all members of the Board of Directors and Club Presidents by the Executive Director as far in advance as possible. Where possible, this schedule should also include alternate contact names and numbers for information needed on existing issues or projects