**BOUCHER INSTITUTE**

 **POLICY**

**Policy Title:** Vacation Leave Policy

**Date of Initial Board Approval:** November 28, 2011

**Date of Last Approved Revision:**

**Person(s) Responsible for Implementation & Adherence:** Director of Human Resources

**Related Procedures:** Vacation Leave Procedure

Full-time employees at the Boucher Institute of Naturopathic Medicine earn 1.25 days of paid vacation leave for each completed month of work during their first two years of employment. In a calendar year, full-time employees are entitled to up to 15 days of paid vacation leave during their first two years of employment.

Part-time employees who are regularly scheduled to work at least half time (17.5 hours per week) are entitled to the same benefit as full time employees, but on a pro-rated basis depending on their hours of work.

After two years of full-time continuous service in a position, employees will begin earning vacation leave at a rate of 1.66 days of paid vacation leave for each completed month of work, or 20 days per calendar year.

For all employees who earn vacation leave, up to five days of leave credits may be carried over into to the next calendar year.

Scheduling of leave is subject to operational requirements, and must be approved in advance by the supervisor.