



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Vacation Leave Policy

Date of Initial Board Approval: November 28, 2011

Date of Last Approved Revision: March 31, 2017

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

Related Procedures: Vacation Leave Procedure

FULL-TIME EMPLOYEES

Full-time employees who work 35 hours a week earn 1.25 days (6%) or 15 days of paid vacation leave for each completed month of work during their first two years of employment.

After two (2) years of full-time continuous service in a position, employees earn vacation leave at a rate of 1.66 days (8%) of paid vacation leave for each completed month of work, or 20 days per calendar year.

Staff is encouraged to submit vacation requests to their supervisor by December 1st for vacation to be taken the following year.

PART-TIME EMPLOYEES

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.

All staff working less than half-time (17.5 hours per week) will have 4% vacation pay (6% after 5 consecutive years) added to each pay cheque instead of earning paid vacation leave.

ADJUNCT FACULTY

Sessional instructors are not eligible for paid vacation leave and will have 4% vacation pay (6% after five (5) consecutive years) added to each pay cheque instead of earning paid vacation leave.

Other information for all employees

For all employees who earn vacation eave, up to five vacation days may be carried over to the next calendar year. With permission of the employee's supervisor and the President, it may be possible to carry forward an additional five days of vacation. If carried forward vacation days are not taken by the end of the calendar year they will be paid out in January.