



STANTON TERRITORIAL HEALTH AUTHORITY

Guideline: Leave – Granting of Vacation Leave	CATEGORY: Hospital Wide
APPROVED: Senior Management Team	DISTRIBUTION: Hospital Wide
EFFECTIVE DATE: December 2015 As amended – January 2016	NEXT REVIEW: December 2016

For consistency of application, this Guideline applies to all areas of Stanton Territorial Health Authority (STHA) and supersedes all other previous policies regarding the granting of vacation leave.

PURPOSE

This document is a guideline for consideration when effectively managing staffing levels, skill mix, patient acuity, and level of supervision to grant employee vacation leave while ensuring Stanton Territorial Health Authority (STHA) maintains the provision of quality services in a safe and effective manner to avoid negative patient outcomes.

Guideline Principles:

Stanton Territorial Health Authority has established an advanced scheduling period for considering vacation leave requests. This advanced scheduling period is from January 1 to January 31 each year.

All vacation leave requests must be preapproved by the Employer and must be submitted to the employee's supervisor.

All requests must be submitted to the employee's immediate superior in Schedule Soft (SS) or the unit-based specific scheduling system.

The Employer shall approve or deny the request for vacation leave submitted by the employee as soon as possible, but no later than two weeks after the request has been received¹. Where the Employer has proposed to change, reduce or deny the vacation leave requested by the employee, the employer shall provide the employee with reasons, in writing, for such change, reduction or denial of vacation leave, within the two (2) week period noted above².

Annual leave requests made during the advance scheduling period will be granted in

¹ Collective Agreement, Article 18.02 (2)

² Supra, Article 18.02(1)

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accordance with the Collective Agreement.

It is the individual responsibility of each and every employee to inform their immediate superior or designate, that the employee wishes to apply Denied or Carry-Over Vacation requests from the current fiscal year to the new fiscal year. This request must be done electronically in writing or via email, (GNWT Government Issue email is preferred), prior to the advanced scheduling period of that year.

Unless otherwise indicated by the employee, the leave period is considered to be from the last shift worked prior to the leave, until the first shift worked after the leave. The leave type is entered on the shifts the employee was scheduled to work. Regular days off that occur during the leave period are entered in Schedule Soft (SS) as regular day's off-vacation (RDOVAC).

Manageable staffing levels or staffing mix will determine how many staff may be on leave at any given time and will be determined at the discretion of the Manager, or designate considering operational requirements. On nursing units this is normally:

- For areas with 8 or less staff, one staff can be granted leave at any given time
- For areas with 9 or more staff, two staff can be granted leave at any given time, and
- In areas/units with different levels of care providers (RNs, LPNs, and NAs), the differing level of care provider shall be considered as separate groups within the area/unit when granting leave.

If the leave request is denied due to operational requirements, the shift(s) are marked as "denied" in SS or the unit-based specific scheduling system. If requested by the employee, this request may be re-evaluated two weeks prior to the date of the denied leave. At that time, if it can be determined the operational requirements can be met, the previously denied leave may be granted if still sought by the employee. In this situation, the "denied" request must be changed by the employee's immediate superior to "granted" in Schedule Soft or the specific unit-based scheduling system.

Part-Time and Job Share Employees:

Part-time employees (less than 1.0 FTE, or employees who job share), will be considered as separate individuals, and as such are counted in the overall employee total for the unit.

For annual leave requests exterior to the advanced scheduling period:

All other vacation leave requests received after the advanced scheduling period (January 31) will be considered on a first come, first served basis; however, will be subject to the provisions

of the Collective Agreement.

Employees must be encouraged to submit leave requests as soon as possible to facilitate their supervisors to make appropriate staffing arrangements and therefore be able to clearly grant or deny the leave request.

Relevant Provisions of the Collective Agreement

Article 18.02 (1) of the Collective Agreement articulates the granting of vacation leave with pay to an employee. Management will respect this Article. Namely, Article 18.02 (1) states the Employer shall make every reasonable effort:

- (a) To schedule vacation leave for all employees to use that leave the fiscal year in which they have earned it;
- (b) Not to recall an employee to duty after he/she has proceeded on approved vacation leave;
- (c) To grant the employee his/her vacation during the fiscal year it is earned at a time requested by him/her;
- (d) To comply with any request made by an employee before January 31, that he/she be permitted to use in the following fiscal year any period of vacation leave of Four (4) days or more earned by him/her in the current year;
- (e) (i) to grant the employee vacation leave for at least up to five (5) consecutive weeks depending upon his/her vacation entitlements when so requested by the employee;
(ii) to grant employees their vacation leave preference and, whereas between two or more employees who expressed preference for the same period of vacation leave, length of service with the Government of the Northwest Territories will prevail; and
(iii) Where the operational requirements of the service are such that an employee is not permitted to take his/her vacation leave during the specific period requested in one fiscal year, the employee will be given priority over all employees including those with greater length of service in considering that employee's requests for vacation during the specific period requested by the employee in the next fiscal year, and with priority over the application of (ii); and
- (f) To grant the employee vacation leave when specified by the employee if the period of vacation leave is less than a week, providing the employee gives reasonable advance notice.

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REFERENCES:

- Collective Agreement (2012-2016), Article 18.02
- HR Manual 804

Approved:



JAN 27 2016

Chief Executive Officer (Sign and Date)