

Vacation Accrual - Term Employees

Original Implementation Date	April 1, 1996		
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

1 - Business Practice Name

Vacation Accrual – Term Employees

2 – Scope

This applies to all term, non-union HRM employees.

3 – Procedures

Term employees may choose to accrue their 4% vacation pay and be granted the equivalent time paid time off. This practice applies to those employees hired for a term of one year or greater and working in a non-union or NSUPE 13 position.

Vacation may be taken on the assumption that employment will continue throughout the calendar year. An employee who has used vacation time and terminates their employment before the end of the calendar year is subject to have a prorated proportion of the vacation pay repaid to HRM.

4 - Contact

HR Business Partners