

VACATION POLICY

The Diocese of Calgary recognizes the need to provide annual vacation time for Diocese and Parish employees. This policy is intended to describe the procedures that are to be used in determining how and when vacation time will be provided.

Scope

This policy applies to all clergy employees of every parish, congregation, or other official agency or ministry of the Diocese; and to all lay employees of every parish, congregation, or other official agency or ministry of the Diocese that has agreed to follow this policy for their lay employees.

Compliance

1. The Diocese recognizes that the provisions of this policy need to, at minimum, comply with labour legislation and regulations in the Province of Alberta.
2. The Diocese expects that all employees that fall within the scope of this policy will plan and take their annual vacation each year and that all parishes and congregations will support those employees in fulfilling this very important and healthy responsibility.

Procedure

1. Vacation time for all employees that fall within the scope of this policy will be determined in accordance with their calendar years of service (January 1 through December 31) as follows:

Years of Service	Weeks of Vacation
1 – 6 years	4 weeks
7-14 years	5 weeks
15 + years	6 weeks

2. For positions that start part of the way through a calendar year, the vacation time earned for that part-year will be pro-rated based on the schedule in the preceding paragraph and the restriction on the carry-forward of vacation time to the following year (in the following paragraph) will be waived.
3. Subject to the approval process, a maximum of one week of vacation time may be carried over to the following year. Any vacation time carried over to the following year must be used during that year.
4. The Executive Officer must be notified as soon as it becomes apparent that an employee will not be taking his or her full annual vacation entitlement in excess of any carry forward allowance.
5. Clergy employees with pastoral or liturgical responsibilities will notify their Parish Wardens, their Regional Dean, and the Executive Officer of the plans for providing pastoral and liturgical coverage during their absence.
6. Normally, no vacation time can be taken during the first three months of beginning a new position within the Diocese. It is expected that all employees will take their vacation entitlement earned under one parish prior to leaving the position.

Approvals

1. All clergy employees will schedule their vacation time in consultation with their Parish Wardens and notify the Executive Officer of these.
2. All lay employees will schedule their vacation time subject to the approval of the appropriate supervisory personnel in the Parish or Diocese.