

For purposes of determining annual vacation entitlement for all twelve (12) month regular employees, the common anniversary date shall be August 31. An employee is entitled to a proportionate period of vacation time if the employee has been employed for less than one year.

Vacation leave shall be taken during the year in which it is earned. Employees may carry unused vacation days into the next school year with the approval of their supervisor, but these days must be used by December 31.

Employees who do not schedule their vacation may have their supervisor prescribe a vacation period as per the Alberta Employment Standards Code.

### **Reference**

[Employment Standards Code](#)  
[CUPE Collective Agreement](#)