

Diocese of Nova Scotia and Prince Edward Island
HR Policy 2.1.12: Vacation

1. PURPOSE

Clergy, Diocesan Office Staff (Lay and Clergy)

The Diocese of Nova Scotia and Prince Edward Island (the Diocese) values the work and wellness of its employees and seeks to establish appropriate vacation time as one means of maintaining a work-life balance that promotes rest, relaxation, and general well-being.

2. SCOPE

This policy applies to all employees of the Diocese, including Diocesan Staff (Lay and Clergy) and Parish Stipendiary Clergy. *This policy does not apply to other employees of associated Parish Corporations, even if they are paid via the Diocesan centralized payroll.*

3. POLICY

The vacation year is January 1 to December 31. Employees may request their paid vacation time-off as early as January 1, subject to supervisor’s approval. Employees may book full days, consecutive days, or half days off.

Employees are expected to take all paid vacation time-off in the year it is accrued. Employees are required to provide no less than two (2) weeks’ notice of their request for paid vacation time-off over 3 days in duration. Less than 3 days’ duration requires no less than one (1) week’s notice. Requests are to be submitted by March 31st and will be awarded first based on seniority, and subsequently according to business needs. Employees may take paid vacation time-off in advance of earning that paid vacation time-off. Scheduled vacation time-off requests can be changed but only in writing and with one (1) week’s notice except in extraordinary circumstances.

4. ELIGIBILITIES

Administrative Support Vacation Time-off and Vacation Pay Entitlement:

Length of Service	Vacation Time-off and Vacation Pay Entitlement as of January 1
Year of Hire	3 weeks pro-rated from date of hire to December 31, no multi-day vacation allowed during first 3 months.
Year 1 and up to and including year 5	3 weeks
Year 6 and up to year 15	4 weeks
Year 16+	5 weeks

Employees may book full days, consecutive days, or half days off.

Administration and Directors Vacation Time-off and Vacation Pay Entitlement, including Clergy assuming the roles of Administration and Directors:

Length of Service	Vacation and Vacation Pay Entitlement as of January 1
Year of Hire	3 weeks pro-rated from date of hire to December 31, no vacation allowed during first 3 months.
Year 1 and up to and including year 3	3 weeks
Year 4 and up to and including year 6	4 weeks

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Year 7 and up to and including year 15	5 weeks
Year 16+	5 weeks + 1 day for every completed year up to a maximum of 30 days.

Clergy engaged in full-time parish service or Diocesan ministry Vacation Time-off and Vacation Pay Entitlement:

Length of Service	Vacation and Vacation Pay Entitlement as of January 1
Year of Hire	4 weeks pro-rated from date of hire to December 31
Year 1 and up to year 14	4 weeks including 4 Sundays
Year 15+	5 weeks including 5 Sundays

For clergy entering ministry after January 1st vacation in the Year of Hire, vacation should be pro-rated over the anticipated full months of service to December 31st.

For clergy entering the Diocese from active ministry outside the Diocese, vacation for the year in which the priest enters the Diocese should be pro-rated over the anticipated full months of service to December 31st.

Employees may book full days, consecutive days, or half days off. Note: no employment contract may offer less than the above arrangements, but supplemental vacation arrangements may be independently negotiated.

5. Request Procedure (Diocesan Offices only):

Employees are required to provide their Supervisor no less than two (2) weeks’ notice of their request for paid vacation time off over 3 days in duration and requests for paid vacation time off less than 3 days’ duration requires no less than one (1) week’s notice.

In the instance of Diocesan employees (including staff, directors, and administrators) supervisors are to forward all requests for paid vacation time-off immediately to the Executive Director. The Executive Director is to forward all approved requests to the Payroll and Benefits Administrator.

In the instance of parish clergy, a mutually agreeable process for Vacation request, notification, and approval will be developed and shared. Parish Wardens will fairly consider all requests for paid vacation time off, will accurately track eligibilities, and will duly advise the Payroll and Benefits Administrator upon request.

6. Paid Vacation Time Taken But Not Yet Earned:

Employees may book and take paid vacation days-off which they have not yet earned. Employees wishing to take paid vacation days-off in advance of earning these paid vacation days-off acknowledge, understand, and agree that should their employment terminate for any reason prior to earning the paid vacation days, the advanced vacation monies will be deducted from their final pay even if that deduction takes them below Minimum Wage. All employees booking paid vacation time off in advance of earning paid vacation time off are to complete a **Payroll Deduction Authorization for Vacation Advance** form (see *Appendix*).

7. Paid Vacation Time Off Carry Over (Diocesan Offices only):

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Employees are expected to take all paid vacation time off in the year it is accrued. Any allowed carryover days must also be used in the year into which they are carried. Diocesan Office Staff (Clergy and Lay) may request to carry over up to five (5) paid vacation days to the next year provided they (1) put their request in writing to the Executive Director, and, (2) put their request in writing no later than November 15.

8. Requests for Unpaid Time-off:

Employees will not be granted any unpaid time off if they have available paid vacation time-off. Unpaid time off will be granted at the sole discretion of the Executive Director and according to business needs. Unpaid time off in the Parish is at the sole discretion of the Parish Executive, with permission from the Bishop.

9. Responsibilities (Diocesan and Parish):

Employees: Employees are responsible to plan for and schedule vacation time-off as early in the new year as possible. Scheduled vacation time-off requests can be changed but only in writing.

Payroll and Benefits Administrator: The Payroll and Benefits Administrator will ensure the timely payment of all paid vacation (as required) and will maintain accurate vacation records for Diocese Office Staff (Clergy and Lay). The Payroll and Benefits Administrator relies on the record-keeping of Parish Wardens to facilitate government reporting and payroll billing accuracy regarding stipendiary parish clergy. In the case of advance paid vacation time off not yet earned, the Payroll and Benefits Administrator will ensure the “Payroll Deduction Authorization for Vacation Advance In the Event of Termination of Employment” form (see Appendix) has been completed. Mandatory in the Diocesan Office, this tool may be used at the discretion of the Parish.

Supervisors: Supervisors, in consultation with the Payroll and Benefits Administrator, are responsible to document and track all vacation requests, ensuring that all employees do not schedule more paid vacation time than the employee is entitled to. Supervisors are to fairly consider any change in scheduled vacation time-off as requested by the employee. Supervisors are to advise the Executive Director of departmental-approved paid vacation time off.

Executive Director: The Executive Director will fairly consider all departmental-approved requests for paid vacation time-off and notify the Payroll and Benefits Administrator of final approval. The Executive Director will receive and notify the Payroll and Benefits Administrator of vacation carry over requests submitted by Diocesan Office Staff (Clergy and Lay).

Parish Leadership: Parish Leadership will establish a mutually agreeable process for Vacation request, notification, and approval. Parish Wardens will fairly consider all requests for paid vacation time off, will accurately track eligibilities, and will duly advise the Payroll and Benefits Administrator. This task is essential for accurate government reporting and payroll billing accuracy. If the Parish chooses to use the “Payroll Deduction Authorization for Vacation Advance In the Event of Termination of Employment” form (see Appendix), they will present and store this document as required, informing the Diocesan Offices of any necessary action.

APPENDIX

**Payroll Deduction Authorization for Vacation Advance
in the Event of Termination of Employment form**

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In any one year, Employees may request paid vacation time off which they have not yet earned.

I _____ (print name)
acknowledge, understand, and agree that should my employment with the Diocese of Nova Scotia and Prince Edward Island terminate, for any reason, prior to me earning the paid vacation time off which I have been advanced, that all advanced vacation pay monies will be deducted from my final pay even if that deduction takes me below Minimum Wage.

Employee Signature

Date

For the Diocese (or Parish)

Date