

EDMONTON PUBLIC SCHOOLS

March 10, 2009

TO: Board of Trustees

FROM: Trustee D. Fleming, Planning and Policy Committee
Trustee G. Gibeault, Chair Planning and Policy Committee
Trustee K. Shipka, Planning and Policy Committee

SUBJECT: Board Policy GBD.BP Vacations and Holidays

ORIGINATOR: B. Tams, Assistant Superintendent

RESOURCE
STAFF: David Fraser; Mark Liguori, Ellen Ogilvy

RECOMMENDATION

1. That new Board Policy GBD.BP Vacations and Holidays (Appendix I) be introduced.
2. That new Board Policy GBD.BP Vacations and Holidays be considered for the first time.
3. That new Board Policy GBD.BP Vacations and Holidays be considered for the second time.

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Background

This policy was formerly part of Board Policy GDB.BP Terms and Conditions of Employment. Last reviewed in May 2001, it was comprised of two sections, the first dealing with terms and conditions of employment for exempt staff, and a second dealt with the circumstances for board-declared holidays adjacent to the statutory holidays of Christmas, New Years and Canada Day. For clarity, it is recommended that the original policy be divided, with the latter section appearing as Board Policy GBD.BP Vacations and Holidays.

Rationale

The current policy and practice are working effectively; therefore, there is no need to change the content of the policy. However, separating the policy will make it easier to locate information about the terms and conditions for exempt staff, and information regarding holidays and vacation for all staff.

The policy was posted on the web prior to being submitted to the Policy and Planning committee. None of the 22 respondents on the web-survey, all of whom were staff members, indicated that clarification or additions to the policy were needed. Notwithstanding this input, the administration is making the above recommendation.

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APPENDIX I: Board Policy GBD.BP Vacations and Holidays

Edmonton Public Schools Board Policies and Regulations

CODE: GBD.BP

TOPIC: ~~Terms and Conditions of
Employment~~ Vacations and
Holidays

EFFECTIVE DATE: 22-05-2001

ISSUE DATE: 23-05-2001

REVIEW DATE: 05-2006

~~A. GENERAL~~

~~The Board will establish, for each school year, remuneration and terms and conditions of employment, for staff not covered by collective agreement.~~

~~B. VACATIONS AND HOLIDAYS~~

i. Christmas and New Years

When any of the holidays occur at the point in the week where there is only one working day between the holiday and the weekend, this working day will be declared as an additional holiday.

The afternoons of December 24th and December 31st will be declared as holidays for the staff scheduled to work those days.

ii. Canada Day

In years when Canada Day occurs on a weekend, the Monday immediately following that weekend will be declared as a holiday for staff normally scheduled to work on that day.

In years when Canada Day occurs at a point in the week where there is only one working day between the holiday and the weekend, this working day will be declared as a holiday for those employees normally scheduled to work on that day.

Reference(s):

[HCA.BP](#) - School Year Calendar