

## **HOLIDAY CARRY OVER**

Accumulated annual holidays must be taken in the following year, ensuring that no more than 10 days are carried forward at any one time. This carryover limitation shall apply to all nonunion employees, senior staff and union employees, unless otherwise negotiated in a contract. A special motion of the Board of Trustees will be required to identifying situations where carry forward of holidays beyond 10 days is permitted, along with an approved plan for when they will be used.

A record of the status of any carryover holidays accumulated for each senior staff, union and nonunion employees, where carryover is relevant, shall be provided in an annual report to the Board of Trustees during one of the regular June Board Meetings. Holidays taken shall be subject to the approval of the Superintendent or designate to ensure the orderly operation of the Division.

An annual, ongoing record of holidays earned and accumulated for each senior staff, union and nonunion staff shall be maintained, as present.

It will record the following:

- Anniversary date for holiday accumulation, which will be June 30, wherever possible.
  - Number of holidays accumulated annually.
  - Holidays taken each year and the dates.
  - Any days carried over and, if in excess of 10 days, the date and resolution of the Board Meeting which authorized the excess days.
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1. Senior Staff covered by this policy include the Maintenance Supervisor and the Transportation Supervisor.
  2. Nonunion employees governed by the holiday policy includes out-of-scope Division Office Employees.