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| **Vacation for Support Staff**  Generally speaking, vacation credits must be earned before they can be used by the employee.  All support staff employees who have completed the years of continuous service as specified below as of June 30th of each year, shall be granted vacation with pay according to the following table.  In determining the period of active service, only the employee's service in the support staff bargaining unit shall apply.  In addition, should an employee have less than one (1) year's service, they shall receive a lesser vacation with pay on a pro-rated basis.   |  |  | | --- | --- | | Years of Service | Vacation Entitlement | | 1 to 6 | 15 working days | | 7 | 17 working days | | 8 | 18 working days | | 9 | 20 working days | | 10 | 20 working days | | 11 | 21 working days | | 12 | 22 working days | | 13 | 23 working days | | 14 | 24 working days | | 15 | 25 working days | | 16 | 26 working days | | 17 | 26 working days | | 18 | 26 working days | | 19 | 27 working days | | 20 | 27 working days | | 21 | 28 working days | | 22 | 28 working days | | 23 | 29 working days | | 24 | 29 working days | | 25 or more | 30 working days |   Scheduling of Vacation  All vacation is scheduled by the College, in an effort to best accommodate employee needs and operational requirements.  As per Article 11.5, employees must put forth vacation requests no later than March 1 of the current vacation year.  The manager will then confirm or deny these requests in writing no later than March 15.  Carry-Over  In accordance with Article 11.6 of the Collective Agreement, an employee may carry over up to three (3) weeks, or fifteen (15) working days, of vacation to the immediately following vacation year subject to agreement on scheduling of the carry-over week(s) in the following vacation year at a time that is satisfactory to the College.  If an employee requests that vacation days be rescheduled as a result of in-patient hospital treatment and the College is unable to reschedule in that vacation year, the employee may apply *in writing* to carry these days over in excess of the maximum. |