



Policy #: HR-006
TITLE: Vacations
Date Issued: June 25, 2009
Date last revised: November 1, 2015
Authorization: Chief Executive Officer

1.0 POLICY

Vacation entitlement is based on the length of continuous service within ISI, or as defined in the letter of employment. Service is adjusted for leaves of absence in excess of thirty (30) consecutive calendar days. The scheduling of vacation is subject to the final decision of the Chief Executive Officer, taking account of all other requests and the workload of ISI.

Basic entitlement for vacation is as follows:

One (1) year or more, but less than five (5) years - 3 weeks (15 working days)
Five (5) years or more, but less than twenty (20) years - 4 weeks (20 working days)
Twenty (20) years or more - 5 weeks (25 working days)

Entitlement is calculated based on completed service as of the employee's anniversary date with ISI (entitlement to be to calendar year). If less than one (1) full year of service has been completed, entitlement is prorated as follows:

One (1) month of work over twelve (12) X fifteen (15) working days.

Vacation entitlement will be in accordance with the staff member's negotiated initial offer of employment. Vacations must be taken within the vacation year as outlined within this policy. Carry-over or banking of vacations will not normally be permitted and will only be allowed in exceptional circumstances and upon written request and approved by the Chief Executive Officer.

2.0 REVISION HISTORY

Issued: June 25, 2009

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