

# Manager Job-Aid

## Permanent Recallable Labour Service Vacation Entitlement Calculation

Last revised: August 2021  
 Last reviewed: October 2021  
 Next review: October 2022

The form below should be used as a guide to calculate an employee's available vacation days.

### Permanent Recallable Labour Service: Working Full-Time Hours

**PS/GE CBA Article 28.3.1** - Vacation leave entitlement is earned as follows for each pay period or portion thereof:

- Fifteen (15) days                    **0.577** days following the date of employment
- Twenty (20) days                    **0.769** days for employees who will have completed eight (8) years or seasons of service
- Twenty-five (25) days              **0.961** days for employees who have completed fifteen (15) years or seasons of service
- Thirty (30) days                      **1.154** days for employees who have completed twenty-two (22) years or seasons of service

**To calculate the available vacation days:**

# of pay periods X pay period vacation entitlement X 8 hours = hours available

Example: Employee earns 3 weeks vacation entitlement (0.577 days per pay period)

08-May-2016 to 03-Sep-2016

8.5 pay periods x 0.577 x 8 = 39.24 hours available

**Note:** The reference guide below indicates an approximate calculation of vacation leave earned.

Entitlement	Number of Months Worked											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>3 Weeks</b>	10 hours	20	30	40	50	60	70	80	90	100	110	120
<b>4 Weeks</b>	13.33	26.66	40	53.33	66.66	80	93.32	106.64	120.00	133.30	146.63	160
<b>5 Weeks</b>	16.64	33.28	49.92	66.56	83.20	100	116.48	133.12	150.00	166.40	183.04	200
<b>6 Weeks</b>	20	40	60	80	100	120	140	160	180	200	220	240

### Permanent Recallable Labour Service: Working Less Than Full-Time Hours

**PS/GE CBA Article 28.3.1A)** - Employees who are not assigned to work full time hours on a regular basis shall earn vacation at the applicable rate prorated based on the proportion of full time hours worked:

- 6.36% - fifteen (15) days
- 8.64% - twenty (20) days
- 11.00% - twenty-five (25) days
- 13.44% - thirty (30) days

**To calculate the available vacation days:**

# of working hours X daily vacation entitlement = hours available

Example: Employee earns 3 weeks vacation entitlement (6.36%)

15-Apr-2016 to 15-Aug-2016

640 hours X 0.0636 = 40.7 hours available

**Note:** working hours include regular time, paid time off, leave without pay and stat holidays.