

Update from the PSC

Nova Scotia
Public Service
Commission

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ANNUAL VACATION LEAVE ENTITLEMENT – AMENDMENT TO GENERAL CIVIL SERVICE REGULATIONS

Information for New and Prospective Excluded Civil Service Employees

Under Section 72 of the General Civil Service Regulations of the *Civil Service Act*, civil service employees in excluded positions are entitled to 15 days of annual vacation leave during their first five years of service, with some specific exceptions set out in the regulations.

Through recent changes to Section 72, **new employees in excluded civil service positions appointed on or after January 1, 2012 may be eligible for up to 10 additional days of annual vacation leave** if they meet the criteria summarized below.

These changes are intended to help attract and recruit experienced, mid-career candidates who may be earning more than 15 days of annual vacation leave with their current employer.

Eligibility Requirements

A new-to-government employee in an excluded civil service position may be eligible for 20 days of annual vacation leave entitlement (5 additional days) if they:

- Have at least 5 and up to 15 years of full-time service accumulated through previous non-Nova Scotia civil service employment and
- Were entitled to at least 20 days of paid annual vacation leave with their most immediate previous employer. Employment with this employer must have ended within the 180 days immediately before the new employee's appointment date with the Nova Scotia civil service.

A new-to-government employee in an excluded civil service position may be eligible for 25 days of annual vacation leave entitlement (10 additional days) if they:

- Have more than 15 years of full-time service accumulated through previous non-Nova Scotia civil service employment and
- Were entitled to at least 25 days of paid annual vacation leave with their most immediate previous employer. Employment with this employer must have ended within the 180 days immediately before the new employee's appointment date with the Nova Scotia civil service.

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To qualify for additional vacation leave entitlement, a new employee must provide proof of the annual vacation leave they were entitled to with their most immediate previous employer.

Please note:

- Accumulated service and annual vacation entitlement with previous employers are recognized only in determining annual vacation leave entitlement upon appointment. In accordance with the Regulations:
 - If you are eligible for 20 days of annual vacation leave upon appointment, you will be earning 20 days of annual vacation leave until you reach 15 years of service with the Nova Scotia Government, after which you will earn 25 days of annual vacation leave.
 - If you are eligible for 25 days of annual vacation leave upon appointment, you will be earning 25 days of annual vacation leave until you reach 24 years of service with the Nova Scotia Government, after which you will earn 30 days of annual vacation leave.
- The *Civil Service Act* does not authorize retroactivity in its Regulations. As a result, this change cannot be applied retroactively to existing EC employees.
- The change does not apply to bargaining-unit employees. New or prospective bargaining unit employees should refer to applicable collective agreements for information about annual vacation leave entitlement.

Questions?

Talk to your HR representative, or email PSC-Policy-Inquiries@gov.ns.ca

For more info, refer to Section 72 of the General Civil Service Regulations at:
<http://www.gov.ns.ca/just/regulations/regs/csgen.htm>