



Ministry of Education Appointed Supervisor, [Carrie Kormos](#)

Date: August 31, 2026

Topic: Changes to Compensation Time Accrual and Annual Shutdown Periods

PURPOSE

The purpose of this report is to seek approval to make changes to the compensation time accrual practice and annual shutdown periods for 12-month Catholic Education Centre employees where the entitlement is not protected by collective agreement language.

BACKGROUND

The Board has historically allowed eligible Catholic Education Centre employees to work an additional fifteen minutes per day in order to accrue compensation time for use during Christmas and summer closure periods. While this practice has been in place for many years, it has not been formally reviewed or consistently aligned with current vacation management practices or approaches used in comparable school board environments. The proposed change would discontinue the daily accrual practice for employee groups where the entitlement is not protected by collective agreement language and replace it with a clearer annual shutdown model. This approach would establish defined closure periods, provide December 24 and December 31 as paid holidays when they fall on regular workdays, and require remaining non-statutory closure days to be managed through available vacation, lieu time, float days, paid holidays, or unpaid leave. Moving forward with this change will support greater consistency, transparency, and sustainability in leave administration while also helping to manage vacation accrual more effectively.

RECOMMENDATION

THAT the Ministry of Education Appointed Supervisor approve changes to the compensation time accrual practice and annual shutdown periods for 12-month Catholic Education Centre employees where the entitlement is not protected by collective agreement language.

Prepared by: Travis MacDonald, Acting Superintendent of Human Resources
Submitted by: Travis MacDonald, Acting Superintendent of Human Resources
Endorsed by: Jennifer Sarna, Interim Chief Executive Officer

Approved by: Ministry of Education Appointed Supervisor, Carrie Kormos

Date of Approval: August 31, 2026

Signature:

A handwritten signature in black ink, appearing to read "Carrie Kormos", is written over a horizontal line.