

## 21. Policy Statement – Approving Payout of Unused Vacation and Banked Leave

### Circular No. 9

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<b>To</b>	Directors of Human Resources / Personnel
<b>Subject</b>	Approving Payout of Unused Vacation and Banked Leave
<b>Application</b>	This circular applies to excluded employees covered by the <a href="#">Public Service Act</a> .
<b>Policy</b>	The Deputy Minister or delegate may approve an employee's request for paying out any of the employee's unused vacation or Executive Benefit Time Bank credits according to the policy governing the rates of payout.
<b>Authorities</b>	Public Service Act
<b>Cancellations/ Amendment</b>	This circular amends the Personnel Management Policies and Procedures Manual, Directive 4.5, Special Employee Categories, Appendix 7, section 86.2 and cancels section 86.3.
<b>Effective Date</b>	This circular is effective June 30, 1999 and was amended August 1, 1999.
	This circular is administered by the Benefits Policy Branch.