



Policy Type: Human Resources

Policy #: HR-700-03

Approved by Council on: June 25, 2018

Human Resources – Vacation (Non-Union Employees)

Policy

The Town shall provide annual vacation to all eligible employees.

Objective

To provide a period of vacation in recognition of the need of employees for rest and relaxation, to encourage continued employment and reward continuous service.

Procedure

Non Union Employees

Vacation entitlement for non-union employees shall be as follows:

Full-time employees shall earn vacation with pay based on their years of service, calculated as of their anniversary date, in accordance with the following schedule:

Employment Period (years of employment completed)	Entitlement
Less than one (1) year of continuous services	As per Employment Standards Act
One year or more	Ten working days
Three years or more	Fifteen working days
Nine years or more	Twenty working days
Eighteen years or more	Twenty-five working days
Twenty-four years or more	Thirty working days



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Vacation shall be earned on a pay period by pay period basis. In the event the employee leaves the employ of the Town, they will be paid any unused vacation credits on their final pay. If the employee has taken vacation time they have not earned, the value of any unearned time will be repaid to the Town at the time of final pay. The employee will have the owing amount deducted from any outstanding payments.

Employees shall be entitled to their vacation in an unbroken period, wherever possible. In meeting the overall staffing needs of the organization and to ensure all employees have an opportunity to take their vacation, the duration of vacations shall be kept to a maximum of two (2) weeks at a time consecutively. Under special circumstances and considering operational needs an employee may request an additional week(s) be taken upon approval of the Department Head and CAO.

Employees shall submit fifty percent (50%) of their vacation requests via the "Absence Notification Form" by April 1st each year. Vacation schedules shall be posted by the Employer by May 1 of each year and shall not be changed without the consent of the affected employees and based on operational needs. Vacations shall commence immediately following an employee's regularly scheduled days off.

Employees who are absent from work in excess of thirty (30) days in any calendar year, except employees on pregnancy or parental leave or any other legislated leave; shall have their vacation entitlement for the year prorated based on the actual time worked in the calendar year.

Vacation Entitlement in Offers of Employment

A starting vacation entitlement or a schedule of increments in vacation entitlements that varies from the vacation entitlement policy may be negotiated with a candidate for a non-union position where:

- The candidate's experience is substantial and directly related to the position sought.
- The entitlement negotiated does not exceed the vacation to which the candidate would have earned had all his or her previous experience been in the employ of the Town.



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- The approval of the Chief Administrative Officer or designate has been obtained.

In such circumstances, a determination regarding the employee's future vacation entitlement shall be determined by the CAO.

Vacation pay shall be at the rate effective immediately prior to the vacation period.

Part-time employees shall be paid vacation pay at the rate of four percent (4%) of their regular wages earned, to be paid on a bi-weekly basis and shall be provided time off in accordance with the Employment Standards Act.

Vacation Carryover

Earned annual vacation entitlements must be taken in the calendar year and cannot be accumulated or carried over from year to year. However, it is recognized that there may be certain circumstances where employees are unable to take their full vacation entitlement during the calendar year.

Up to two (2) weeks of vacation entitlement may be carried over into the next year only with the written approval of the Department Head, when circumstances beyond the control of the employee warrant such consideration. Circumstances noted may include but are not limited to: situations where operational needs require deferral of vacation, illness or injury, or a very special vacation plan where an individual's choice is limited. Any vacation entitlement remaining above the two (2) weeks carryover will be paid out at the end of the year.

In considering such requests the Department Head shall first consider any banked overtime that is also outstanding so that the combined effect if carried over will not place an unmanageable burden on the following years vacation program. The Department Head shall consider the number of employees making similar requests and ensure that the number is kept to a minimum in order to ensure effective operations.

The Department Head will keep the CAO apprised on the status of the total department vacation carry over and banked overtime, with a clear plan of how these will be accommodated and eliminated by the end of the carry over year.



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Circumstances which cannot be resolved by the above may be brought to Council by the CAO for consideration.

All employees should make an effort to use their vacation entitlement in the year it is provided.