

Purpose:

- 1 To provide guidelines for the administration of vacation leave; and
- 2 To ensure that vacation leave is taken each year does not create an unmanageable liability for The City.

Policy Statement(s):

- 3 The City provides an annual paid vacation to give permanent employees the opportunity to rest from work without loss of income.
- 4 Vacations are to be ideally taken in blocks of one week or more. Only in unusual circumstances, should less than one day of vacation be taken.
- 5 Permanent employees accrue vacation time every pay period to provide:
 - (1) Two (2) weeks of annual vacation allotment.
 - (2) An additional week of vacation and a vacation accrual rate increase is provided after the first (1st), eighth (8th), fifteenth (15th), and twenty-fourth (24th) years of City service.
- 6 The Human Resources Manager may enhance vacation for new employees in difficult to recruit positions in recognition of previous experience.
- 7 Vacation must be earned before it is taken.
- 8 Employees must utilize their vacation allotment each year.
- 9 Requests for vacation leave, with as much notice possible, should be made to supervisors for their review. Approval of requests will be subject to the operational and workforce needs of the department.
- 10 If an employee's vacation allotment has not been taken before their next employment anniversary date, the Department Head may, at their discretion and with reasonable notice, schedule the remainder of the employee's vacation time off.
- 11 Carry-over of unused current year annual vacation allotment past the employee's employment anniversary date is not encouraged and would be by exception. Approval of carry-overs must be granted in writing by at least the Department Head level.
- 12 Part-time employees accrue vacation on the same basis as full-time employees, but proportionate to their hours of work.
- 13 Temporary and casual employees shall not accumulate vacation leave, but shall be paid vacation pay in accordance with provincial legislation.

14 If an employee is hospitalized while on vacation, they may request, with written documentation/proof, that their Department Head convert the time off period of hospitalization to sick leave resulting in reinstatement of those vacation credits to the employee's vacation bank.

15 Specific terms of collective agreements regarding vacation will prevail for all bargaining units.

Definitions:

16 Year, for vacation purposes, means the period from an employee's employment anniversary date to the next anniversary date. Employment anniversary date can be confirmed by contacting the Human Resources Department.

References/Links:

1 Collective Agreement(s)

Scope/Application:

1 This policy applies to all City employees.

Authority/Responsibility to Implement:

- 1 The Human Resources Manager is responsible for monitoring compliance and updating this Policy.
- 2 General Managers, Department Heads, and Supervisors are responsible for implementing this Policy with their employees.

Inquiries/Contact Person:

- 1 Human Resources Manager
- 2 Team Leader – Total Compensation

Policy Monitoring and Evaluation:

1 This policy will be reviewed every three years or earlier, if necessary.

Document History:

Date:	Approved/Reviewed By:	Title:
Approve: November 6, 1995		
Revised: January 2001	"Norbert Van Wyk"	City Manager
Revised: September 14, 2020	"Allan Seabrooke"	City Manager