

Category: Human Resources		Effective Date: April 30, 2025
Policy No.:		Date of Next Review: April 30, 2027

Non-Union Full Time Vacation Policy

The purpose of this policy is to set expectations for the utilization of earned vacation time, authorization to hold over vacation time on a year-to-year basis, and the payment of vacation time not taken or previously paid to the staff member.

This policy only applies to employees hired on a full-time year-round basis. Employees hired on a casual, part-time or seasonal basis are paid vacation with each regular pay run based on employment standards requirements.

Vacation Earned

Employees will be offered Vacation based on their Employment Contract except that at a minimum employees will be offered the following:

On hiring and less than 10 years service	- Three weeks of Vacation
10 years of service and less than 20 years of service	- Four weeks of Vacation
20 Years of service or greater	- Five weeks of Vacation

Department Managers, with the approval of the Chief Administrative Officer, can alter this schedule to provide for individual vacation leave in excess of the minimum where it is warranted as part of an employee's compensation package provided the total vacation granted does not exceed Five weeks of vacation per year.

Vacation Leave

Vacations will, where possible, be granted at the employee's request with due consideration of the operating needs of the department they work for.

Where two or more employees request the same vacation period, and where this request would cause operational difficulties by having more than one employee absent at the same time, vacation requests will be approved on priority basis based on when the request was received for approval.

Carry Over and Payment of Vacation Credits

Requests for carrying forward of unused vacation shall be made in writing no later than November 1st of each year and vacation credits cannot be carried over for greater than one year. Where requests are not made, any unused vacation credits will be paid out by the end of January immediately following.

Vacations that are carried over, and taken as vacation time, will be paid at the current rate approved for the period that the employee takes the vacation time.

Vacations that are carried over and not taken by the end of the subsequent year, will be paid out by the end of January immediately following. Where vacations are paid out, they will be paid out at the wage base of the employee as of December 31st of the year immediately preceding.

Where more than one year of carryover is owed to an employee and not previously paid, payment will be made to that employee so that only one year of carryover is owed to the employee along with the current year's vacation credits.

Mandatory Review:

This policy shall cease to be authorized for application 24 months from the date of its adoption by Council unless a subsequent Council review and approval of this policy is conducted prior to that date.

Approved:

Allan MacEachern, Mayor

Jeff Renaud, Chief Administrative Officer