

		<p>POLICY</p>
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<p>SECTION: HUMAN RESOURCES</p>	<p>NO: HR – VA - 01</p>
<p>REFERENCE: VACATION ENTITLEMENT</p>	<p>Date: March 25, 2024</p>
	<p>Next Review Date: March 2026</p>

TITLE: Annual Vacation with Pay

1. 0 Objectives

- 1.1 The purpose of establishing this policy is to provide a system by which non union employees are granted vacations with pay and to provide qualifying employees with periods of rest and recreation in recognition of services performed.
- 1.2 This policy shall apply to all permanent full time and permanent part time non union employees.
- 1.3 All other employees shall be governed under their collective agreements, where applicable, the Employment Standards Act or the Canada Labour Code Part III.

2. 0 Entitlement

- 2.1 All permanent full time and permanent part time non-union employees shall be entitled to annual vacation with pay based on the following:
 - (a) Less than one year's employment; three (3) weeks pro-rated from start date to December 31st;
 - (b) Three (3) week's vacation after one (1) year service;

- (c) Four (4) week's vacation after nine (9) years service;
- (d) Five (5) week's vacation after fifteen (15) years service;
- (e) Six (6) week's vacation after twenty (20) years service; and,
- (f) Seven (7) week's vacation after twenty five (25) years' service;
- (g) Effective January 1, 2019 - Eight (8) weeks' vacation after thirty (30) years' service.

Vacation will be granted on January 1st of each calendar year in the year in which the Employee achieves the milestone.

3. 0 Additional Vacation Entitlements

3.1 After twenty five (25) years of service add:

- (a) One (1) week to regular vacation entitlement at age sixty (60);
- (b) Two (2) weeks to regular vacation entitlement at age sixty-one (61);
- (c) Three (3) weeks to regular vacation entitlement at age sixty-two (62);
- (d) Four (4) weeks to regular vacation entitlement at age sixty-three (63); and,
- (e) Five (5) weeks regular vacation entitlement at age sixty-four (64).

3.2 All additional vacation provided for under Section 3.1 shall be taken at the time so approved by the Employer.

4. 0 Self Funded Vacation

4.1 Full time employees may be entitled to purchase additional vacation time based on the following:

- (a) The employee is not carrying over any previously earned vacation days;
- (b) Upon direction of the employee through authorization for payroll deductions;

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- (c) The amount deducted for each payroll period at 1.5 hours per pay period carried over twenty six (26) pays for a total accrual of hours of thirty nine (39) hours per year;
 - (d) All hours must be taken at a time that is mutually agreed upon by the employee and his/her immediate supervisor;
 - (e) All hours must be utilized by December 31st of each year. In the event there is any time remaining, it will be paid out on the first payroll in January of the next year.
- 4.2 In December of each year, the employee must complete the necessary payroll form in order to begin the payroll deductions effective the first payroll in January of the following year.

5.0 Utilization

- 5.1 All vacation shall be utilized on a calendar year basis, meaning taking vacation from January 1st to December 31st of each year. Calculation of vacation entitlement shall be based on the anniversary date. It is understood that vacation time cannot become cumulative from year to year. However, employees shall be permitted to carry over a maximum of up to five (5) days to the next year, provided they have met the requirements of this policy. No employee shall be permitted to carry over any days if that employee's vacation entitlement exceeds this policy.
- 5.2 Those employees wishing to carry over a maximum of up to five (5) days must signify their intent to their respective manager/supervisor, to do so by December 15th of each year using the Absence Reporting Form. All vacation time carried over must be used up by the end of the following year.
- 5.3 In the event that an employee is terminated or laid off prior to having used existing vacation entitlement, the employee shall receive pay for all outstanding vacation entitlements provided the existing account is not over extended.
- 5.4 Where annual vacations are taken in advance and the employment of the employee terminates before such annual vacation has been fully earned, the member shall reimburse the employer for the unearned portion of such vacation.
- 5.5 All vacation time must be submitted on the Absence Reporting Form prior to utilization. Failure to report such absences will be considered fraudulent and disciplinary action may be considered.

6.0 Responsibilities

- 6.1 There is a dual responsibility between managers and their employees to ensure adherence to this policy. Managers will be held accountable for non compliance and may be subject to disciplinary action.

7.0 Exceptional Circumstances

- 7.1 Exceptional circumstances may determine a requirement for vacation carryover (ie. pregnancy leave, long term sick leave, other exceptional circumstances). These circumstances must be identified by the employee in writing and must be pre-approved by their manager in writing.
- 7.2 An employee returning under 7.1 must use their outstanding entitlements within six (6) months of their return as approved by their manager.

8.0 Retirement

- 8.1 Under no circumstances will employees be permitted to carry over vacation days with the intent of utilizing them for the purpose of early retirement.

9.0 Bereavement Leave

- 9.1 Should a death occur during an employee's annual vacation, the Bereavement Policy shall apply and the employee shall immediately notify their manager of such.

10.0 Sick Leave

- 10.1 In the event that an employee becomes ill or injured during their vacation period and is hospitalized as a result of such, the employee must present confirmation of hospitalization satisfactory to the employer in order for the City's Sick Leave Policy HR-SL-01 to apply. Lost vacation time will be reinstated equivalent to the period of hospitalization.

11.0 Absence from Work

- 11.1 Where an employee is absent from work due to illness, non-occupational injury or a Worker's Compensation related absence for a period in excess of one hundred and fifty (150) working days in any entitlement year, that employee's subsequent vacation entitlement (after 150 days) shall be prorated to actual days worked.

12.0 Other Related Policies

- 12.1 This policy is subject to, but not limited to the following policies and/or legislative requirements:
- a) HR-DI-01 - Discipline
 - b) HR-BER-01 – Bereavement Leave
 - c) HR-JD-01 – Jury Duty
 - d) HR-AB-01 - Absenteeism Management
 - e) HR-HO-01 – Recognized Holidays
 - f) HR-SL-01 - Sick Leave

13.0 Outstanding Vacation Credits

- 13.1 It is understood that currently, vacation accounts may be in excess of this policy. In order to effectively implement changes, current accounts will be dealt with by the Chief Administrative Officer in consultation with the Manager of Human Resources.

History			
Approval Date:	Nov 1, 2004	Approved by:	Council Resolution
Amendment Date:	May 20, 2014	Approved by:	By-law 4191-2014
Amendment Date:	March 20, 2017	Approved by:	CAO
Amendment Date:	August 27, 2018	Approved by:	Council By-law 4575-2018
Amendment Date:	December 16, 2020	Approved by:	CAO
Amendment Date:	December 10, 2021	Approved by:	CAO
Amendment Date:	March 25, 2024	Approved by:	By-law 2024-21