

VILLAGE OF EMPRESS

Title: Annual Vacations

Policy Number:12-09

Effective Date: September 20, 2013

Review Date: June 20, 2019

This policy replaces Policy 3.3 of the personnel policy adopted June 21, 2001

ANNUAL VACATIONS

Policy Statement

The Village of Empress recognizes that employees need rest and recreation and encourages them to take their annual vacation entitlement in the year that it is earned.

Purpose

This policy outlines the vacation days granted by the Village of Empress and the administration of those holidays.

Responsibilities

The CAO is responsible for managing vacation schedules to ensure employees use their vacation before year-end. Employment standards require all employees **must** take two weeks holidays per year. If holiday pay has been paid on each pay cheque, these two weeks are still required to be taken, however they will be without pay.

Every effort shall be made to grant annual vacations on the dates requested by employees, however, there may be periods when vacations may not be scheduled because of operational requirements.

General Guidelines

Vacation entitlement for employees is as follows:

- Two weeks for employees who have completed 1 year of service
- Three weeks for employees who have completed 2-7 years of service
- Four weeks for employees who have completed 8-14 years of service
- Five weeks for employees who have completed 15-19 years of service
- Six weeks for employees who have completed 20 + years of service

Employees should normally take vacation in the year that they earn it.

Employees should submit requests for vacation in writing to the CAO.

Employees are expected to schedule their vacations as far in advance as possible

Vacation pay is at the regular base salary at the time the vacation is taken. Employees earning an alternate rate for a period of three continuous months prior to taking vacation receive vacation pay at the alternate rate, provided that the employee will continue the alternate rated position, on his/her return from vacation.

Implementation

Payment of Vacation

When employees have completed 6 months of their first year of service, they may apply to the CAO for 1 week's vacation before their anniversary date. If this is granted they receive the second week after the anniversary date. If the week of vacation is granted and the employee leaves the village before completing 1 year of service, the value of vacation granted will be recovered from vacation pay owing upon termination.

Employees who have qualified for the two weeks vacation entitlement as above, will subsequently receive their annual vacation entitlement on January 1st of each calendar year.

The vacation entitlements for part-time employees are pro-rated based on their work schedules.

Termination of Employment

If an employee leaves before completing 1 year's service his/her vacation entitlement is based on 4% of salary.

When an employee who has completed 1 year of service leaves employment after January 1st in any calendar year and before receiving vacation in that year, the employee will be paid any vacation owing from his/her previous year's service.

Where the anniversary date of an employee falls earlier in the calendar year than the date on which his/her employment ceases, the employee is entitled to receive vacation pay for the period between the anniversary date and the date employment ceases. The amount depends on the employee's vacation entitlement, as follows:

- 3 weeks vacation entitlement - 6% of basic salary
- 4 weeks vacation entitlement - 8% of basic salary
- 5 weeks vacation entitlement - 10% of basic salary
- 6 weeks vacation entitlement - 12% of basic salary

Retirement

When an employee retires, he/she receives the current year's vacation entitlement balance that he/she has earned plus any balance carried forward from previous years plus an additional amount for the current year's service. This additional amount is pro-rated from January 1st in the year he/she retires to the employee's final working day at the city. The employee receives 6%, 8%, 10% or 12% of basic salary depending on their vacation entitlement, (see above).

For example: an employee, who is eligible for 5 weeks vacation, retires on June 30th 2001. He/she receives the balance of vacation owing to him/her (current year's entitlement, plus carry-over, less time taken). In addition he/she receives 10% of his basic salary for 2001 calculated from January 1st to June 30th.

Postponement of Vacation

Employees who are on scheduled vacations may postpone those vacations in the following circumstances:

- They become ill or are injured and require treatment in hospital (either in-patient or out-patient procedures)
- They are required to appear in court for jury duty or witness service

Employees must submit proof of illness or jury duty/witness service to their divisional executive directors/general managers/division heads or designates in order to receive approval for the postponement of the vacation and the vacation credits to be restored.

If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored

Reviewed June 20, 2019