

Lib-05-011

Section: Tofield Municipal Library Staff

Title: Vacation Leave

Approval Signature: _____

_____, Chair, Tofield Library Board

Latest Revised Date: _____

- 1) Employees shall not take annual vacation leave without previous authorization.
- 2) Requests for vacation leave will be made in writing. Subject to adequate staffing, the Library Manager will approve or deny vacation applications for other Library employees, and the Board will approve or deny vacation applications of the Library Manager.
- 3) In scheduling staff vacations, priority for summer vacations will be given to applications made by May 1.
- 4) During the first year of continuous service, vacation time is earned at a rate of 4%, or one hour for each 25 hours worked. Vacation leave will be granted to the limit of vacation time earned.
- 5) During the fifth and subsequent years of continuous service there will be three weeks of paid annual vacation leave, which is a rate of 6%.
- 6) Casual employees will be paid 4% of their hourly rate on each cheque, in lieu of paid leave, and will have 2 weeks off without pay as annual vacation leave.