

## HR: BEN07 – Vacation and Vacation Pay Out

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### POLICY:

Vacations are granted annually, based on completed years of continuous employment with the organization to those employees who have completed their probationary period. This policy along with any others relating to staff benefits will be reviewed every three years during the salary survey process.

### Vacation Entitlement:

A regular fulltime shall accrue vacation credits at a rate to reflect the following vacation entitlements based upon years of service:

1 year to 5 years	15 days per year	6% per year
6 years to 10 years	20 days per year	8% per year
11 years to 15 years	25 days per year	10% per year
16 years or more	30 days per year	12% per year

An employee who has completed less than twelve (12) full months of continuous employment as of December 31<sup>st</sup> in the prior year will earn one and one-quarter (1¼) work days' vacation for each calendar month worked from the commencement of their employment, provided that when employment commenced on or before the fifteenth (15<sup>th</sup>) day of the month, he/she will earn vacation entitlement from the first day of that month; and when employment commenced on or after the sixteenth (16<sup>th</sup>) day of the month, he/she shall earn vacation entitlements from the first day of the following month.

### Vacation Pay

Where vacation pay is applied in lieu of paid vacation time employees will be compensated as follows: (i.e. for regular part-time, casual, temporary, or similar classifications of employment)

1 year to 5 years	15 days per year	6% per year
6 years to 10 years	20 days per year	8% per year
11 years to 15 years	25 days per year	10% per year
16 years or more	30 days per year	12% per year



## **Vacation Scheduling:**

1. The Library Director will determine vacation schedules from requests submitted by staff.
2. If a paid holiday falls on, or is observed during an employee's vacation period, he/she will be allowed an additional vacation day with pay at a time mutually agreed to between the employee and their supervisor.
3. An employee must provide the Library Director with a vacation request by June 31<sup>st</sup> of any year using the online Request for Time Off Form.
4. The Library Director shall consider all vacation requests in light of operational needs. Where a conflict exists in the dates selected by employees, years of service will be a consideration in granting approval; given that the requests under question were received by the June 31<sup>st</sup> date.
5. Vacation scheduling must be approved in advance by the Library Director. Employees should not make any vacation commitments until vacation scheduling has been approved in writing.
6. Staff who provide back up for one another's role will not be permitted to take vacation at the same time, unless alternate back up can be arranged at no additional budget expense to the Library.
7. Vacation leave in respect of each year of service shall be taken within 12 months after the end of that year; unless an extension is granted for up to 15 months by the supervisor; and shall be taken at such time as approved by the Library Director.
8. Vacation leave may not be postponed as noted above for two successive years.
9. An employee is allowed to take a leave of absence (not sick leave) in conjunction with a vacation period, the vacation leave shall be deemed to precede the additional leave of absence, except in the case of maternity leave, which may be authorized before or after vacation leave.
10. An employee shall not be paid cash in lieu of vacation earned, except upon termination in which case he/she shall receive vacation pay for such vacation earned but not taken.
11. An employee shall not be paid cash in lieu of vacation earned, except upon termination in which case he/she shall receive vacation pay for such vacation earned but not taken.
12. The employer, subject to operational requirements, will make every reasonable effort to grant an employee, upon request, at least two weeks of his/her annual entitlement during the summer months.



13. All calculations which result in one-quarter (1/4) day fractions shall be rounded to the next half or full day, whichever applies, except when vacation is paid out upon termination.

14. Vacation leave may be taken:

- In one continuous period
- In separate periods of not less than five (5) consecutive workdays
- In lieu of one five (5) consecutive workday period, five (5) single workdays off in some other combination provided the total does not exceed five (5) workdays as approved by the supervisor.

15. Vacation credits are not accrued during periods of absence including unpaid sick leave, maternity leave, vacation and extended personal leave.

