

VACATION POLICY

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 3

Subject: **VACATION** | Sec 1, 1J

Reviewed 2025-08-02 | Revised: 2025-09-26 | Effective: 2017/05/13

1. Purpose

Northern Lights Library System (NLLS) supports the health and well-being of employees by providing annual vacation leave in accordance with Alberta's Employment Standards Code. This policy outlines vacation entitlements, accrual, scheduling, and related procedures.

2. Eligibility and Accrual

- Permanent employees shall be entitled to annual vacation days with pay.
 - Temporary employees shall receive vacation pay on each pay cheque, in accordance with the Alberta Employment Standards.
 - Vacation time and payment will not accrue during unpaid leaves of absence, including job protected leaves of absence such as maternity, parental, short-term and long-term disability etc.
 - All regular full-time employees begin accruing vacation upon hire.
 - Part-time employees are paid out vacation as per Alberta labour standards.
 - Vacation is accrued based on paid hours worked, excluding unpaid leave.
 - A common anniversary date of January 1 is used to standardize accruals and entitlements for all staff.
 - Vacation for new employees is pro-rated in their first year.
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3. Vacation Entitlements

Employee Group	Years of Service	Annual Vacation Entitlement
Non-management Employees	0–4 years	15 days (3 weeks)
	5–10 years	20 days (4 weeks)
	10+ years	20 days (4 weeks) + 1 additional day per year to a maximum of 5 weeks.
Management Employees	0–4 years	20 days (4 weeks)
	5+ years	25 days (5 weeks)
Executive Director	All years	As per contract

Note: Considering experience and qualifications and to attract qualified employees, the Executive Director has the discretion to offer additional vacation entitlement up to one additional week.

4. Vacation Scheduling

- Vacation is granted based on:
 - Operational needs
 - Timely requests
 - Fairness across departments
 - Requests should be submitted:
 - By March 31 for summer vacation (July–August)
 - By September 30 for December vacation
 - Vacation may be taken in half-day increments or broken into smaller periods with approval.
 - If multiple requests conflict, preference is given on a first-come, first-served basis.
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5. Use of Vacation & Carryover

- Employees must take at least 10 vacation days (2 weeks) annually.
 - Employees may carry forward up to 10 vacation days into the next calendar year with supervisor approval.
 - Any carried-over days must be used by June 30 of the following year or will be paid out unless otherwise authorized.
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6. Vacation and Illness

- If an employee becomes ill or injured during scheduled vacation:
 - Vacation may be converted to sick leave with supporting medical documentation.
 - A doctor's note must specify the dates of illness.
 - Sick leave will be deducted from available sick time and vacation days restored.
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7. Vacation on Termination

- Upon termination, unused accrued vacation will be paid out in the employee's final pay.
- If the employee used more vacation than accrued, NLLS may recover unearned days from the final pay.

8. Related Policies

- [Compensation Policy – Sec 1, 1B]
- [Leaves Policy – Sec 1, 1L]
- [Statutory Holidays – Sec 1, 1I]

9. Policy Review

This policy shall be reviewed at least once every three years or as required by changes in legislation.

NLLS Executive Board Chair

September 26, 2025

Date of Approval