

POLICY NO:	PE 012
POLICY TITLE:	VACATION ENTITLEMENT
DEPARTMENT:	PERSONNEL
APPROVAL DATE:	37-06-96 (June 1996)
REVISION DATE:	July 9, 1996; 08-04-99; 37-12-00; 62-05-05; 33-12-12; 29-01-14 ; 2016-04-45 (April 28, 2016)
REVIEW DATE:	

Policy Statement:

The County of Vermilion River recognizes the entitlement and benefits of vacations as a period of time to renew and rejuvenate their employees.

Guidelines:

1. Persons employed by the County of Vermilion River shall accumulate and receive vacation entitlement as outlined.
2. For planning purposes all vacation requests for the current year must be forwarded to the Department Manager or Director of Corporate Services prior to March 31st of each year for authorization and then be filed with the Payroll Department.
3. Employees are encouraged to take two consecutive weeks, vacation. Exceptions may be made with prior authorization by the Directors and Human Resources Manager. If agreement cannot be reached between the employee and the employer, when vacation is to be taken, the employer shall determine when the vacation is to be scheduled. The employer shall provide the employee with at least two weeks written notice of the date vacation time is to be taken. (Labour Standards PART 2, Division 7 (44)).
4. Council may specify certain days as designated days of vacation where all departments will be closed, other than skeleton crews for emergency services. Normal working days during this period are declared as designated vacation days. Present designated days of vacation are:
 - a. Between Boxing Day and New Year's Day each year (Motion 07-01-00)
5. Vacation entitlement shall be used before the next anniversary and only under special circumstances, determined by the CAO , will vacation days be approved for carry over to the next year.
6. An employee may not take more vacation days than what has been earned and vacation entitlement must be taken in half-day or full-day increments.
7. Vacation time *may not* be substituted with sick days should an employee become sick while on vacation. Should the employee remain sick after the approved vacation time is used, then sick days will be used.

Procedure:

Management Employees:

1. During the first to ninth years of continuous employment an employee shall be entitled to twenty (20) days paid vacation per year. (Earned and available at a rate of 1.67 day(s) per month).
2. During the tenth and subsequent years of continuous employment an employee shall be entitled to twenty five (25) days paid vacation. (Earned and available at a rate of 2.09 days per month).
3. Upon completion of twenty (20) years of continuous employment an employee shall receive a 2% increase on their annual salary, in effect, prior to any pay adjustments that may be forthcoming on the anniversary date. This 2% increase shall be effective in the month of the employee's anniversary and will be a one-time entitlement.

Salaried Employees:

Persons paid on a salaried basis will accumulate vacation entitlement as follows:

1. During the first to ninth years of continuous employment an employee shall be entitled to fifteen (15) days paid vacation. (Earned and available at a rate of 1.25 days per month).
2. During the tenth and subsequent years of continuous employment an employee shall be entitled to twenty (20) days paid vacation. (Earned and available at a rate of 1.67 days per month).
3. Upon completion of twenty (20) years of continuous employment an employee shall receive a 2% increase on their annual salary, in effect, prior to any pay adjustments that may be forthcoming on the anniversary date. This 2% increase shall be effective in the month of the employee's anniversary and will be a one-time entitlement.
4. For designated days of vacation, employees are encouraged to save vacation days to be used at this time. If no days have been saved for this period, this may result in days without pay. (See Policy PE 006; PE 023).

Hourly Employees:

Persons paid on an hourly basis shall receive vacation pay on each cheque.

1. Persons employed on a continuous basis as clerical or labourer (not operating machinery or heavy equipment) shall be paid vacation pay on regular hours as outlined:
 - a. 6% during one (1) to nine (9) years
 - b. 8% during ten (10) to nineteen (19) years
 - c. 10% for twenty (20) years and over
2. Persons employed on a continuous or seasonal basis in Public Works and Gas Utilities shall be paid vacation pay on regular hours according to the Employment Standards Code for the Construction Industry.