

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION EMPLOYEE BENEFITS	SUBJECT VACATIONS

1. APPLICATION

1.1. This policy applies to all full time, salaried, non-hourly paid, permanent employees of the Municipality.

2. PURPOSE

2.1. The Municipality of the District of Argyle (Argyle) understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. Argyle recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all staff members.

3. POLICY STATEMENT

3.1. Employees (including probationary employees) with less than one (1) year of service will be granted paid vacation at the rate of 0.75 days for each complete month of service.

3.2. Full time employees with one (1) or more years of service will be granted paid vacation according to the following schedule:

Years of service	Time Allowed
One (1) year, but less than ten (10) years	Three (3) weeks paid vacation
Ten (10) years, but less than eighteen (18) years	Four (4) weeks paid vacation
Eighteen (18) years but less than twenty-five (25) years	Five (5) weeks paid vacation
Twenty-five (25) years or more	Six (6) weeks paid vacation

3.3. In the case of the CAO, Council shall seek to apply this policy, however, a negotiated contract may differ and shall supersede this policy.

3.4. Part time, casual or temporary employees shall receive vacation pay at the rate of four (4) percent of their earnings for the vacation year, following five years of service the entitlement increases to six (6) percent.

3.5. For vacation purposes, the reference year spans the calendar year, running from [01/01] to [31/12]. Vacation days earned by an employee during a reference year will be granted to the employee at the end of that reference year and will normally not be authorized prior to being earned.

3.6. If an exception is made to authorize paid vacation prior to such time being earned and the

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employee leaves the company for any reason before such time is earned the company will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the company.

- 3.7. If an employee is inadvertently provided paid vacation beyond their current entitlement this unearned vacation provided in error will be deducted from the subsequent year's vacation entitlement and if the employee leaves the company for any reason before such time is earned the company will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the company.
- 3.8. It is expected that an employee's vacation will be taken in the year and will not accrue for future years.
- 3.9. Paid vacation time granted to an employee must be used in its totality within two (2) months after the end of the reference year in which it is earned.
- 3.10. In the spirit of fair and equitable treatment, new employees who begin service prior to the 16th day of a month will be granted credit for a full month of service.
- 3.11. Vacation days may be authorized to be rolled over into the following year solely at the company's discretion under certain circumstances; instances such as these will be addressed on a case-by-case basis.
- 3.12. No employee will be permitted to work all fifty-two (52) weeks in a given year in order to receive an additional 4%.
- 3.13. In the case of the municipal office staff, the Department Supervisors will arrange and approve all vacation schedules.
- 3.14. In the case of the Department Supervisors, the Chief Administrative Officer will arrange and approve all vacation schedules.
- 3.15. In the case of the Chief Administrative Officer, the Warden will arrange and approve all vacation schedules.
- 3.16. Employees shall be given the opportunity to select the time of year they would like their vacation, but the employee with the most seniority shall have first choice. Vacations shall only be permitted at times of the year when their absence will not create undue hardship on other staff or inconvenience to the public.
- 3.17. Any conflict in vacation requests between employees will be decided based on employee seniority, company needs, and the good judgment of the supervisor/manager
- 3.18. For vacation to be granted based on seniority, the request must be submitted 30 days in advance. The Municipality does not pre-approve the same vacation weeks every year.

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3.19. The Municipality will encourage a rotation for taking vacation around long weekends and holidays. All employees are encouraged to work together in achieving a departmental vacation schedule that accommodates every employee’s vacation request to the greatest degree possible.

3.20. In respect to any period of vacation leave with pay, where an employee is granted;

- a) bereavement leave or
- b) leave because of illness in the immediate family, with the production of medical proof of the illness or
- c) sick leave with the production of proof of medical illness,

the period of vacation leave with pay shall either be added to the vacation period if requested by the employee and approved by the Employer or reinstated for use at a later date.

3.21. An employee, upon return to work from maternity leave, shall be entitled to their regular vacation time for the year in which the maternity leave is taken, and to their regular vacation time the year following the maternity leave.

3.22. If a statutory holiday or a municipally recognized holiday occurs during an employee’s vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the Chief Administrative Officer, another day before the next annual vacation (that would otherwise have been a work day for the employee).

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<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]: October 29, 2019	
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Approved Policy of Council	CAO	Council	April, 1993
2.0		CAO	Council	December 13, 1988
3.0		CAO	Council	March 20, 1991
4.0	Changes to incorporate current practices and processes	CAO	Council	December 9, 2014
5.0	Amended time allowed table	CAO	Council	December