

 HUMAN RESOURCES POLICIES		Section #	Policy #
		III	15
		Approval Date: Dec 1994	Revision Date: Dec 2019
Title:	VACATION		
Applies To:	MGMT/MGMT SUPPORT AND EMPLOYEES NOT COVERED BY A COLLECTIVE AGREEMENT		

POLICY STATEMENT:

The Region provides paid vacation time or vacation pay to employees.

OPERATING DETAILS:

Qualifying Service

Vacation entitlement will be determined by the employee's length of service in the current calendar year and must be taken in the current calendar year. Categories are as follows:

Full-time Employees:

Management Support (Grades A-E):

- Less than one year of continuous service in the current year = one (1) day for each completed calendar month of service to a maximum of ten (10) working days vacation entitlement is prorated.
- One year but less than two years of continuous service = 2 weeks
- Two years but less than seven years of continuous service = 3 weeks

Management (Grade F and above):

- Less than one year of continuous service in the current year = one and a quarter (1 ¼) days for each completed calendar month of service to a maximum of fifteen (15) working days vacation entitlement is prorated.
- One year but less than seven years of continuous service = 3 weeks

Management/Management Support (all grades):

- Seven years but less than 15 years of continuous service = 4 weeks
- Fifteen years but less than 23 years of continuous service = 5 weeks

- Twenty-three, but less than 25 years of continuous service = 6 weeks
- Twenty-five years of continuous service = 6 weeks + 1 day
- Twenty-six years of continuous service = 6 weeks + 2 days
- Twenty-seven years of continuous service = 6 weeks + 3 days
- Twenty-eight years of continuous service = 6 weeks + 4 days
- Twenty-nine years of continuous service = 7 weeks

Vacation Time:

Vacation banks are credited, in advance of being earned, at the beginning of each calendar year for that current year. However, when employment terminates before the end of the calendar year, any unearned vacation time already taken will be deducted from the employee's final pay.

Employees on an unpaid leave of absence for any reason in excess of 23 working days will have a prorated reduction in their vacation entitlement. This does not apply to pregnancy leave or parental leave.

Vacation Payout:

Vacation entitlement will not be exchanged for money reimbursement unless the employee terminates, at which time the employee will be compensated for vacation earned up to the date of termination and paid out to the quarter-hour completed.

Advances:

Under exceptional circumstances, vacation advances may be granted by the employee's supervisor in consultation with Human Resources. If an employee, who has been granted a vacation advance, subsequently terminates employment, the unearned portion of any vacation taken will be deducted from their final pay.

Vacation Time Carryover:

An employee may carryover vacation with the approval of the Department Head based on the following:

- employees entitled to three weeks of annual vacation will be permitted to carry over up to one week of vacation into the following calendar year.

- employees entitled to four weeks of annual vacation will be permitted to carry over up to two weeks of vacation into the following calendar year.

- employees entitled to five weeks or more of annual vacation will be permitted to carry over up to three weeks of vacation into the following calendar year.

Please note: No employees vacation bank will contain more than their current entitlement, plus the applicable maximum vacation carryover (i.e. 1, 2 or 3 weeks) at any given time unless approval to exceed this maximum has been granted as outlined below. This does not mean that those who currently have excessive carryover will lose vacation time but it does mean that they will be expected to use up their existing excess vacation before adding any more carryover to their allotment.

All requests to exceed this maximum:

1. are subject to the approval of the Department Head and the Commissioner, Human Resources;
2. must be in writing and include an explanation of why it is necessary to carry the vacation that exceeds the maximum vacation carryover into the following year; and
3. must include a plan for taking the vacation that exceeds the maximum vacation carryover.

Vacation Time Conversion to Sick Leave:

An employee who becomes ill or incurs an injury during his/her vacation may request the conversion of vacation leave to sick leave provided:

1. they have sufficient sick leave credits;
2. they submit a written request within 10 days of returning to work; and
3. the written request is accompanied by acceptable medical documentation that confirms:
 - a. that the employee was seen by a physician during his/her vacation;
 - b. the date on which the employee was seen by the physician;
 - c. that the employee was unable to perform his/her job duties during part or all of his/her vacation period; and
 - d. the dates on which the employee was unable to perform his/her job duties.

Any conversion of vacation leave to sick leave will commence on the date the employee seeks medical attention and must be approved by the Return to Work Coordinator.

Conversion of vacation leave to sick leave is not available for Family Medical Leave.

Permanent Part-time Employees Not Covered By A Collective Agreement:

Qualifying Service

Permanent part-time employees not covered by a collective agreement will be entitled to:

- Vacation pay on each pay
- Unpaid time off in lieu of Vacation

The applicable vacation pay and corresponding unpaid time off is determined by calculating the employee's accumulated full-time equivalent (FTE) hours worked as at January 1st of each calendar year, in accordance with the following:

<i>Qualifying hours as of January 1st of each calendar year</i>	<i>Vacation Pay paid on each pay</i>	<i>Vacation Time Unpaid time off for vacation</i> <i>* Vacation days are pro-rated in accordance with the employee's standard work week</i>
Up to 3,640 hours	4%	2 weeks
Greater than 3,640 hours or minimum 5 years continuous service	6%	3 weeks
Greater than 12,740 hours	8%	4 weeks
Greater than 27,300 hours	10%	5 weeks
Greater than 41,860 hours	12%	6 weeks

NOTE: Management/Management Support part-time employees grades F and above who are paid according to the management salary grid receive 6% vacation pay as of date of hire.

* The number of vacation days is pro-rated in accordance with the employee's standard work week. For example, a .6 FTE person (3 days per week) who is entitled to a pro-rated 4 week vacation is eligible for 12 days (.6 X 20 days); they would be eligible to take unpaid vacation time for 12 days that they would normally be scheduled to work. Similarly a .6 FTE person (3 days per week) who is entitled to a pro-rated 2 week vacation is eligible for 6 days (.6X 10 days); they would be eligible to take unpaid vacation time for 6 days that they would normally be scheduled to work.

Temporary Part-time Employees, Casual Part-time Employees And Students:

Temporary part-time employees, casual part-time employees and students not covered by a collective agreement will be entitled to:

- Vacation pay of 4% on each pay
- Two weeks unpaid time off in lieu of Vacation*

* The number of unpaid vacation days is pro-rated in accordance with the employee's standard work week. For example, a .6 FTE person (3 days per week) who is entitled to a pro-rated 2 weeks unpaid vacation is eligible to take unpaid vacation time for 6 days that they would normally be scheduled to work.

Scheduling Vacation Time

All employees are entitled to a minimum of two calendar weeks of unpaid time off in lieu of vacation. Vacations will be scheduled at such times of the year as are most suitable, considering both the needs of the Region and the wishes of the employee, and in a manner which provides adequate distribution of the number of employees wishing to be absent at any one time. The needs of the Region will take precedence, if necessary.

Employees must obtain the approval of their immediate supervisor, in accordance with the procedures established within each department, before planning or taking vacation.

So that vacation breaks are of sufficient length to be meaningful and foster wellness, an employee with two or more weeks entitlement must take at least one two-week block of vacation or, at a minimum, two blocks of one week each. In exceptional circumstances, where an employee is unable to take the minimum blocks of vacation, they may submit a written request to their supervisor for shorter periods.

Scheduling of vacation during probationary periods is discouraged. Exceptions should be discussed with Human Resources.

Unused earned vacation time may not be taken beyond the employee's last day worked, although exceptions may be made in consultation with Human Resources.

Temporary Full-Time Employees Not Covered By A Collective Agreement:

Based on the length of their assignment, temporary full-time employees will be paid either the appropriate vacation pay or accrue vacation time.

Reduced Work Week employees – refer to HR Policy III-9

Compressed Work Week Employees – refer to HR Policy I-3

SEE ALSO:

- Attendance Reports Policy (III-8)
- Sick Leave Policy (III-16)
- Compressed Work Week (I-3)
- Reduced Work Week (III-9)

FOR FURTHER INFORMATION PLEASE CONTACT:

- Director, Talent Management and Employee Services
Human Resources and Citizen Service
- Director, Employee Relations
Human Resources and Citizen Service