

# COUNTY OF ST. PAUL #19

**Policy Number**

**PER-33**

**Title**

**Vacation Accrual Policy for  
Full-Time Employees**

**Page 1 of 2**

**Date Approved**

***April 11, 2006***

**Objective:**

The County of St. Paul No. 19 recognizes the importance of vacation time in providing the opportunity for rest, renewal, and personal pursuits for physical, mental, emotional, and spiritual benefit. All employees are encouraged to use their full amount of accrued vacation time each year.

**Purpose:**

To explain the standards, guidelines, and procedures for paid vacation time.

**Procedure:**

1) All periods of vacation must be approved by the County Administrator or their designate and filed with the Payroll Department.

2) For all non-supervisory full-time employees, the following vacation benefits apply:

Within 1 <sup>st</sup> year	10 days
Within 2-5 years	15 days
Within 6-14 years	20 days
Within 15-24 years	25 days
Within 25+ years	30 days

Vacation entitlement for Senior Management, Management Staff and Supervisory Staff will be:

Within 1 <sup>st</sup> year	15 days
Within 2-5 years	20 days
Within 6-14 years	25 days
Within 15-19 years	30 days
Within 20+ year	35 days

**NOTE: This new vacation entitlement to be effective as of January 1, 2014**

3) During the first year of employment, vacation will be prorated from start date and can only be used at the Administrator's discretion.

4) The vacation year is from January 1 to December 31.

5) An employee leaving the employ of the County shall have his/her termination pay adjusted according to a pro-rated calculation of vacation benefits accrued.

6) Vacation may be taken at any time during the calendar year by mutual agreement between the employee and administration. However, all vacation scheduling must be arranged to suit the work schedules of the County.

7) Vacation should be completed in the calendar year in which employees become entitled to them. Employees wishing to carry over vacation to the following vacation year must request in writing to their immediate supervisor by December 1 of each year. Requested carry-over vacation may be approved by the Administrator or their designate and must be used by March 31 of the following year. Vacation unused as at March 31 will be paid out on the next regular paycheque. If an employee is unable to utilize their vacation allotment by March 31, they must submit a request in writing to the Administrator or their designate outlining their reasons. Administration will make a decision based on this request.

8) If a paid statutory holiday falls during employee's scheduled vacation period, the employee will be credited with an additional day off with pay.

9) Vacation can be taken at a minimum  $\frac{1}{2}$  day at a time. From their annual allotment, employees can take a maximum of 10 –  $\frac{1}{2}$  days of vacation during the calendar year. Employees are encouraged to take a block of vacation to ensure that they can benefit from well-deserved time off. However, if a situation arises that requires an employee to utilize more than 10 -  $\frac{1}{2}$  days in any calendar year, they must request in writing to the Administrator or their designate outlining their reasons.

10) Requests for vacation periods must be submitted to the Administrator or their designate at least one (1) month ahead, except when a period of less than one week is to be taken, one (1) day of notice must be given.

11) Non full-time employees will be paid vacation pay with every cheque as per labour standards.

12) If an employee changes from hourly to a salary their years of service will be considered in establishing holidays.

13) In the event where an employee does not have enough vacation time as a result of commencing their employment after September 1, a request may be submitted to Administration requesting additional time off. Any additional time off beyond their accrued vacation will be unpaid and may not exceed five additional working days.

14) An employee who becomes ill, is hospitalized or confined to their residence under a physician's direction, or a combination thereof, during a vacation leave, for a period

of at least three (3) consecutive days, may apply in writing to the Administrator or their designate to have this time converted from vacation time to sick days. Applications should include all necessary documentation, medical certificates, and details to support the conversion request.

15) Should an employee take a leave of absence in excess of forty-five calendar days, vacation accrual will be frozen until the employee returns to work.

16) Employees terminating their employment relationship are entitled to all accrued and unused vacation time calculated on a prorated basis based on employee classification.

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>
<b>Amended</b>	