



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul 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.

POLICY STATEMENT:

1) All periods of vacation must be approved by the Chief Administrative Officer or their designee and filed with a payroll representative.

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

Within 1 st 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

3) For all senior management, management staff and supervisory staff, the following vacation benefits shall apply:

Within 1 st year	15 Days
Within 2 to 5 years	20 Days
Within 6-14 years	25 Days
Within 15-19 years	30 Days
Within 20+ years	35 Days

**** This Policy shall be effective as of January 1, 2014.**

- 4) During the first year of employment, vacation will be prorated from start date and can only be used at the Chief Administrative Officer's discretion.
- 5) The vacation year is from January 1st to December 31st.
- 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 the 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 must be approved by the Chief Administrative Officer or their designee and must be used by March 31 of the following year. Vacation unused as of March 31 will be paid out on the next regular paycheck. If an employee is unable to utilize their vacation allotment by March 31, they must submit a request in writing to the Chief Administrative Officer or their designee outlining their reasons. Administration will make a decision based on this request.
- 8) If a paid statutory holiday falls during the 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 ½ day at a time. From their annual allotment, employees can take a maximum of ten (10) ½ 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 ten (10) ½ days in any calendar year, they must request in writing to the Chief Administrative Officer or their designee outlining the reasons.
- 10) Requests for vacation periods must be submitted to the Chief Administrative Officer or their designee at least one (1) month ahead. When a period of less than one week is to be taken, one (1) day of notice is required.

- 11) Part-time and seasonal employees will be paid vacation pay with every cheque as per the labour standards code.
- 12) If an employee changes from hourly to a salary, their years of service will be considered in establishing their vacation time.
- 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 the Chief Administrative Officer 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 Chief Administrative Officer or their designee to have this time converted from vacation time to sick time. 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 retiring or terminating the employment relationship in the middle of the calendar year will be entitled to a prorated amount of vacation time consistent with the amount of the calendar year worked and based on their years of service.
- 17) In the event that an employee retires or terminates the employment relationship in the middle of the calendar year, but has already used vacation time that exceeds the prorated amount they would be allotted under this Policy, the County may be entitled to deduct the difference between the amount of vacation the employee actually used and the prorated amount that the employee was entitled to under this Policy from the employee's pay cheque.
- ~~18) Employees terminating their employment relationship are entitled to all accrued and unused vacation time calculated on a prorated basis based on years of service.~~