

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



HR-33 Vacation Policy

Department: Human Resources

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 STATEMENTS:

1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) **“Supervisor”** means the managerial or supervisory employee to whom the employee would normally report.

2.0 Vacation Allotments

2.1 For all non-supervisory ~~full-time~~ staff, employees shall be eligible for vacation benefits as follows:

Within 1 st year of service	10 Work Days	4.0%
Within 2-5 years of service	15 Work Days	6.0%
Within 6-14 years of service	20 Work Days	8.0%
Within 15-24 years of service	25 Work Days	10.0%
Within 25+ years of service	30 Work Days	12.0%

2.2 For all ~~senior management~~ supervisory staff, employees shall be eligible for vacation benefits as follows:

Within 1 st year of service	15 Work Days	6.0%
Within 2-5 years of service	20 Work Days	8.0%
Within 6-14 years of service	25 Work Days	10.0%
Within 15-19 years of service	30 Work Days	12.0%
Within 20+ years of service	35 Work Days	14.0%

2.3 During the first year of employment, an employee's vacation allotment shall be prorated beginning on their start date **based on the number of days remaining in the vacation year**. ~~and can only be used at the Chief Administrative Officer or their designee's discretion.~~

2.4 The vacation year is from January 1st to December 31st.

3.0 Vacation Use

3.1 All **requested** periods of vacation must be approved by the **employee's Supervisor** prior to an employee accessing their vacation allotment. **The approved vacation allotment must be submitted to payroll each pay period for processing.** ~~Chief Administrative Officer or their designee and filed with a payroll representative.~~

3.2 Vacation may be taken at any time during the calendar year by mutual agreement between the employee and **their Supervisor** administration. However, all vacation scheduling must be arranged to suit the work schedules of the County. **If the Supervisor and the employee are unable to agree on a mutually satisfactory date to start the employee's vacation, the County, as represented by the employee's Supervisor, will give the employee at least 2 weeks' written notice of the date on which the employee's vacation is to start, and the employee must take the vacation at that time.**

3.3 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 1st of each year. **Requested carry-over of vacation must be approved by the employee's immediate Supervisor.** The County reserves the right in its absolute discretion to deny an employee's request to carry-over vacation to the following vacation year.

3.4 ~~Requested carry-over vacation must be approved by the Chief Administrative Officer of their designee and~~ **Any vacation that is approved under section 3.3 of this policy to be carried-over** must be used by March 31 of the following year. If an employee is unable to use their **carried-over** vacation allotment by March 31, they must submit a request in writing to their **Supervisor** ~~Chief Administrative Officer or their designee~~ outlining their reasons. ~~The Chief Administrative Officer CAO or designee will then decide~~ **if the vacation allotment will be carried over or paid out.** ~~based on this request.~~

3.5 Vacation can be taken, at a minimum, in thirty (30) minute increments.

3.6 Requests for vacation periods **in excess of one (1) week** must be submitted to the **employee's Supervisor** ~~Chief Administrative Officer or their designee~~ at least one (1) month ~~ahead,~~ **prior to the requested vacation starting.** **Requests for vacation periods less than one (1) week must be submitted to the employee's Supervisor at least one (1) day prior to the requested vacation starting.** ~~When a period of less than one week is to be taken, one (1) day of notice is required.~~

3.7 Hourly employees will be paid vacation pay on every cheque as per the Alberta *Employment Standards Code*. **Corresponding vacation days will be taken without**

pay as the employee will have received the vacation pay, and with the prior approval of the employee's Supervisor.

3.0 Vacation Pay

3.1 ~~Vacation pay for hourly employees shall be paid as follows:~~

a) ~~Public Works Construction and Road Maintenance Staff:~~

- ~~— Within 1st year — 9.60%~~
- ~~— Within 2-5 years — 10.60%~~
- ~~— Within 6-14 years — 12.60%~~
- ~~— Within 15-24 years — 14.60%~~
- ~~— Within 25+ years — 16.60%~~

b) ~~All other Full-time Non-Public Works Construction and Road Maintenance Staff:~~

- ~~— Within 1st year — 4.00%~~
- ~~— Within 2-5 years — 6.00%~~
- ~~— Within 6-14 years — 8.00%~~
- ~~— Within 15-24 years — 10.0%~~
- ~~— Within 25+ years — 12.0%~~

3.8 If an employee changes from an hourly position to a salary position, their years of service will be considered in establishing their vacation time.

4.0 Unique Circumstances

4.1 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 request in writing to their Supervisor ~~the Chief Administrative Officer or their designee~~ to have this time converted from vacation time to sick time ~~or other form of leave that may be applicable in the circumstances.~~ Applications ~~should include all necessary documentation, medical certificates, and details to support the conversion request.~~

4.2 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.

4.3 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~~ shall 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 final pay cheque.~~

4.4 In accordance with section 44 of the *Employment Standards Code*, which may be amended from time to time, when an employee is absent from work, the County may reduce the employee's vacation and vacation pay in proportion to the number of days the employee was or would normally have been scheduled to work, but did not.

~~4.4 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.~~

~~15. 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.~~

~~20. If an employee leaves work for any personal reason, the employee will use banked hours or vacation time to offset the time taken off.~~

~~21. Under exceptional circumstances such as when an employee is engaged in volunteer activities in the community or when banked hours and vacation time have been exhausted, the Chief Administrative Officer or their designee may approve, for a defined period of time, a plan for an employee to make up time.~~

Council Approval: September 14, 2010
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