

# Corporate Policies

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|--|-------------------------------------|------------------------------|
| <b>SECTION:</b> Holidays and Vacation - Under Review<br><b>SUBJECT:</b> Vacation |                                     | Human Resources Division     |
| POLICY NO. 8.2.0   | SUPERCEDES POLICY DATED: March 2005 | PAGE: 1 OF 5                 |
| EFFECTIVE DATE: January 1, 2009  | APPROVED BY: Senior Management Team | APPROVAL DATE: December 2008 |

## BACKGROUND

The Corporation believes that adequate time must be provided to staff members for rest and relaxation. As a part of the Corporation's commitment to supporting employee's work-life balance, eligible employees shall receive annual paid vacation in accordance with, or exceeding the minimum legislated requirements.

## PURPOSE

This policy is intended to establish and communicate vacation entitlements.

## SCOPE

This policy applies to all non-union, full-time and part-time employees. Unionized employees are directed to their applicable collective agreement. Contract/term employees are directed to the terms of their particular contract.

## DEFINITIONS

|                      |   |
|----------------------|---|
| Vacation Entitlement | The maximum number of days per year a permanent full-time employee may receive if active full-time status is maintained for the entire vacation year. |
| Vacation Accrual     | Period in which the vacation entitlement is accumulated.  |

## VACATION ENTITLEMENT

The Corporation's vacation accrual (earned) period is from July 1<sup>st</sup> (previous year) to June 30<sup>th</sup> of the vacation year. The vacation entitlement period is based on service at December 31<sup>st</sup> of the vacation year. The vacation-scheduling period shall occur from January 1<sup>st</sup> to December 31<sup>st</sup> of the vacation. Vacation entitlements for full-time and part-time regular employees differ:

### Full-Time Employees

Vacation benefits for full-time employees are determined on the basis of length of service, as outlined in the following schedule:

| Length of Service   | Annual Entitlement |
|---------------------|--------------------|
| Less than 1 year    | 15 days*           |
| Greater than 1 year | 15 days            |
| 8 through 14 years  | 20 days            |
| 15 through 23 years | 25 days            |
| 24 or more years    | 30 days            |

\*exception: in the first year of employment, vacation is pro-rated to match time served

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- Vacation days are accrued by actual days worked. Employees who terminate their employment with the Corporation will be paid vacation to the date served.
- Full-time employees are entitled to an additional week of vacation, as a one (1) time only bonus, in their 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup> and 35<sup>th</sup> years of service with the Corporation.
- Executive Directors (Grade 11), Commissioners and the City Manager are entitled to one (1) week of additional vacation over and above their annual entitlement.

## Part-Time Employees

Part-time employees are entitled to vacation pay at 4% of the employee's gross wages in accordance with the Ontario *Employment Standards Act, 2000 (ESA)*.

## **PROVISIONS**

The following occasions may arise where vacation entitlement may need to be adjusted. Out of scope requests shall be directed to human resources division for guidance.

### Vacation Benefits Available to Experienced New Hires

The Corporation may allow vacation entitlement greater than the outlined schedule. Such exception requires prior approval from the following levels:

- For staff below Division Head level: approval of Division Head and the Manager of Staffing and Client Services;
- For Division Heads and Directors: approval of the City Manager and Director of Human Resources;
- For the City Manager: approval of the Mayor and Director of Human Resources.

### Vacation Benefits for Employees Hired on a Permanent Basis from Temporary/Contract

Employees, who are hired on a permanent full-time basis, immediately following full-time temporary employment with Corporation, will be credited with their continuous full-time service for vacation purposes.

## **ADDITIONAL CONSIDERATIONS**

### Vacation Carry Over

An employee may carry over up to one week (five days) of vacation entitlement to the next year without a memo being sent to payroll provided that the employee has taken the *ESA* two-week minimum. Special circumstances may allow for an employee to carry over more than one-week (five days) vacation, but the practice is not encouraged. To carry over additional days, written approval will be required by December 15<sup>th</sup> of the year in which the vacation has been accrued. A memo, completed by the manager of employees with more than one week of vacation carry

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over, will be required to be submitted for approval of the Department Head. This information will include:

- The employee's name;
- Vacation accrual carry over;
- Reason for carry over; and
- Expected date of vacation usage.

Notification of approval will be sent to Payroll and the affected employee(s).

### Illness/injury while on Vacation

Employees who become ill or injured while on vacation and who are hospitalized may, upon request, have their vacation suspended at the time of illness or injury. At the completion of the disability period, the employee's remaining vacation will be rescheduled at a mutually acceptable time (as outlined in the Short Term Disability Policy 9.1.0)

### Bereavement while on Vacation

If a death of a relative occurs (as outlined in the Bereavement Leave Policy 9.3.0) while the employee is on vacation, the employee is entitled to re-schedule vacation days equivalent to the number of days allowable under the Bereavement Leave Policy.

### Employment Termination and Entitlement

Employees who have taken vacation and terminate their employment with the Corporation before such vacation has been fully earned will be deducted in their final pay for these vacation days, which have been received but not earned. Likewise, employees who have terminated their employment before receiving their vacation days will have an addition to their final pay for vacation entitlement earned but not taken.

### Pregnancy and Parental Leave

An employee shall accumulate vacation entitlement while on pregnancy or parental leave (as outlined in the Pregnancy/Parental Leave Policy 9.7.0). The employee may use the entitlement to extend their leave, hold for future use or request the paid vacation upon their return to work.

### Short- and Long-Term Disability

Vacation credits will accrue during the period of short-term disability (STD) (as outlined in the STD Policy 9.1.0).

Upon approval of long-term disability (LTD) benefits by the LTD provider, Human Resources will send notification to the employee's supervisor and Payroll Service. At the commencement of long-term disability benefits, the employee may elect to be paid out any vacation credits earned to that date. A written request will be required by Human Resources in order to facilitate this pay

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out. Vacation credits do not accrue during the employee's LTD period (as outlined in the LTD Policy 9.2.0).

## SCHEDULING

Managers shall establish vacation schedule(s) to ensure service levels and operational requirements are adequately maintained and that the schedule(s) are appropriately communicated to staff.

When scheduling vacation, employee requests will be honoured to the best of the Corporation's ability. Changes to the approved vacation schedule are at the discretion of the supervisor.

## ADMINISTRATION

- Paid vacation shall not be taken during the first three (3) months of employment unless approved by the hiring manager.
- In accordance with the *ESA* all employees must take at least two weeks off for the purposes of vacation in any one calendar year after the first year of employment.
- Vacations may be taken at any time of the year suitable to the maintenance of the Corporation's delivery of services and subject to the approval of the employee's immediate supervisor.
- Staff terminating their employment shall be entitled to vacation pay for the vacation days earned and not used. Final pay will be adjusted to reflect:
  - Inclusion of pay for vacation earned but not taken; and
  - Deductions of pay for vacation taken but not earned.

## RESPONSIBILITIES

Managers are to:

- Communicate policy to appropriate employees;
- Ensure employees understand the need to utilize their vacation during the year;
- Ensure correct records of vacations are maintained;
- Monitor vacation utilization to ensure the minimum amount has been taken;
- Schedule vacations ensuring that service levels are not compromised; and
- Communicate staff vacation schedule(s).

Employees are:

- Accountable and responsible for managing their own vacation entitlement to ensure adequate vacation entitlements are available to cover vacation or other needs requiring time off from work;
- Accurately record/submit vacation utilization;

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- To use at a minimum 2 weeks of vacation per year (unless they have worked less than a full year); and
- Able to carry over one week (5 days) of vacation per year without need for supervisor permission.

Human Resources is to:

- Provide advice on appropriate vacation entitlements for new hires in conjunction with appropriate departmental representation.

Payroll is to:

- Automatically carry over one week (5) days vacation; and
- Carry over additional vacation subject to approval.

## **ACCOUNTABILITY**

Managers are accountable to ensure adherence to this policy as outlined.

## **CONTACT INFORMATION**

Human Resources Advisors

Phone: 905-874-2151