



Department	Human Resources	Policy No.	HR 011	Page	1 of 2
Policy Title	EMPLOYEE VACATION				

Council Resolution No. 311-07	Date: June 26, 2007	GMCS	CC <i>[Signature]</i>	Cross Reference	Effective July 1, 2007
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## PURPOSE

To establish guidelines for the administration of vacation leave for Parkland County employees.

## POLICY

Vacation leave is intended to provide employees with time off for rest, relaxation, a change of activity, and attendance to personal matters, in recognition of service performed. Vacation leave enables employees to renew themselves for further service with the County. It is expected that employees will take vacation time on at least an annual basis except in extenuating circumstances.

Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

A full-time employee paid on a semi-monthly basis will accrue vacation in accordance with the following formula:

YEARS OF SERVICE	VACATION ACCRUAL RATE		
	Non-Management	Management	ECC
Upon commencement of permanent employment	1.25 days/month	1.67 days/month	.75 shift/month
Upon commencement of the fourth (4 <sup>th</sup> ) year	1.67 days/month	2.08 days/month	1.0 shift/month
Upon commencement of the fourteenth (14 <sup>th</sup> ) year	2.08 days/month	2.50 days/month	1.25 shift/month
Upon commencement of the nineteenth (19 <sup>th</sup> ) year	2.50 days/month	2.92 days/month	1.50 shift/month

"a shift equals 12 hours"

**Note:** Management refers to Managers only.

## PROCEDURES

### Years of Service/Anniversary Dates

1. An employee's Vacation Anniversary Date is the first date that he/she commences permanent employment.
2. Part-time employees accrue vacation and Years of Service in proportion to the number of paid hours (regular hours worked, and, paid sick and vacation hours) in each given year.
3. Casual and/or temporary service is not recognized when determining Years of Service for vacation administration purposes.
4. Any leave of absence greater than six months will result in a change to the employee's Vacation Anniversary Date.
5. Advancement to the next level of vacation entitlement is based on obtaining the required Years of Service.
6. Exception to commencement at the first level of vacation requires CAO approval.

### Administration

1. On their Vacation Anniversary Date, an employee, (with the exception of ECC employees) will be allowed a maximum vacation bank equal to their annual vacation entitlement plus five (5) days. (This requirement

will be phased in over a transition period commencing January 1, 2007 to January 1, 2009). Upon completion of the transition period, any vacation exceeding the annual vacation entitlement plus five (5) days requires a recommendation by the Department Manager or General Manager and approval by the Chief Administrative Officer (CAO).

2. On their Vacation Anniversary Date, an Emergency Communications Centre (ECC) employee will be allowed a maximum vacation bank equal to their annual vacation entitlement plus three (3) shifts. (This requirement will be phased in over a transition period commencing January 1, 2007 to January 1, 2009). Upon completion of the transition period, any vacation exceeding the annual vacation entitlement plus three (3) shifts requires a recommendation by the Department Manager or General Manager and approval by the CAO.
3. It is the responsibility of the employee's Supervisor to ensure that employees maintain their vacation bank at or below their annual vacation entitlement plus five (5) days or three (3 shifts) as established above.
4. Vacation is not earned for any leave of absence in excess of thirty (30) calendar days.
5. In no circumstance will an employee be allowed to take vacation days before they are earned.
6. If an employee becomes ill while on authorized vacation leave, they may use sick leave credits in place of vacation leave if they provide evidence of a minimum three-day period of hospitalization; and/or restricted bed rest ordered by a physician.
7. If an employee becomes ill prior to the commencement of an authorized scheduled vacation, and provides evidence of a minimum three-day period of hospitalization; and/or restricted bed rest ordered by a physician, they may use sick leave credits if the illness continues into the vacation period. In this event the vacation can be canceled and rescheduled if desired.
8. If a statutory holiday, for which an employee is entitled, occurs during an employee's vacation leave, the holiday will not be considered a vacation day.
9. Casual and Temporary Employees shall be paid vacation pay, as set out in the Employment Standards Code, in lieu of time off.

**Scheduling of Vacation**

1. Employees will plan and schedule their vacation annually and will request approval from their Supervisor or Manager in advance of their vacation.
2. Requests for vacation time will be granted subject to operational needs and staffing requirements.
3. If agreement cannot be reached between employee and employer as to when vacation time is to be taken, then the employer shall determine when the vacation time is to be taken and shall advise the employee.

**Payout of Vacation**

1. Employees will be required to demonstrate extenuating circumstances to support the payout of vacation (terminal illness).
2. With the exception of terminal illness, an employee must take at least two weeks of the current vacation entitlement in the form of leave before any consideration will be given to a payout.
3. The employee must make requests for vacation payout in writing. Vacation payout shall require the authorization of the CAO.
4. On separation of employment, any unused vacation will be paid to the employee at the applicable regular rate of pay.
5. In case of death, payment will be made to the estate.