

Approval Date:	May 10, 2021	Policy Number:	P-80-91-A
Motion:	MOTION-21-05-198		
Supersedes:	P-80-2009-01 Standard Annual Vacation, Termination of Employment, Vacation Approval, and Senior Management (pages 19 and 20 of the Personnel Policy)		
Title:	Vacation Policy		

Purpose

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

Related Documents

- Town of Peace River Sick Leave Policy

Definitions

“Casual Employee” is an Employee who works on a call-in basis, or who does not work a regularly scheduled shift.

“Employee” is a person employed by the Town of Peace River.

“Full-time Employee” is an Employee who normally works the full specified normal hours of work for the position.

“Management” for the purposes of the Vacation Policy the following positions are classified as Management:

- CAO
- Director of Community Services
- Director of Corporate Services and Economic Development
- Director of Engineering and Infrastructure
- Finance Manager
- Manager of Planning and Development
- Manager of Protective Services/Fire Chief
- Superintendent of Public Works
- Water/Wastewater Manager
- Water/Wastewater Assistant Manager

“Part-time Employee” is an Employee who works scheduled hours, whose hours of work are less than the normal hours of work for the position.

“Seasonal Employee” is an Employee who is hired to perform work for a predetermined period of time or a predetermined task not exceeding twelve (12) months.

“Supervisor” means an Employee who supervises other Employees, and includes Directors, Managers, and Coordinators.

“Temporary Employee” is an Employee hired on a temporary basis, either full-time or part-time for a specific job, or to cover a leave, where the duration of the position has a specified end date.

“Town” means the corporation of the Town of Peace River.

Policy

1. Town of Peace River understands the importance of personal time off for its Employees.
2. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits.
3. The Town of Peace River recognizes that other paid time off is necessary from time to time.
4. This Policy:
 - 4.1. Outlines how Employees accrue vacation credits;
 - 4.2. Outlines the required request procedures.
5. This Policy applies to all non-union Town of Peace River Employees.
6. Responsibilities
 - 6.1. Council:
 - 6.1.1. Ensure that the Town of Peace River has a Vacation Policy in place; and
 - 6.1.2. Review, amend and adopt changes to this Policy.
 - 6.2. Chief Administrative Officer:
 - 6.2.1. Administer and implement this Policy;
 - 6.2.2. Identify necessary revisions to the Vacation Policy in consultation with Council, Supervisors and Human Resources;
 - 6.2.3. In conjunction with Supervisors and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,
 - 6.2.4. Ensure that Employees are advised of this Policy.
 - 6.3. Human Resources
 - 6.3.1. Provide awareness and education of this Policy for all Employees;
 - 6.3.2. In conjunction with the Chief Administrative Officer and Supervisors, be responsible for monitoring Employee compliance with this Policy; and,
 - 6.3.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

6.4. Supervisors

- 6.4.1. Provide awareness and education of this Policy for all Employees;
- 6.4.2. In conjunction with the Chief Administrative Officer and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,
- 6.4.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

6.5. Employees

- 6.5.1. Be familiar with, and act in accordance with, this Policy.

7. Accruals

- 7.1. Permanent Employees and Family Resource Network Employees will be eligible for vacation credits in accordance with the following schedule:

Years of Service	Vacation Credits Accrual
1-7 years	15 calendar days per year
8-14 years	20 calendar days per year
15-25 years	25 calendar days per year
26+ years	30 calendar days per year

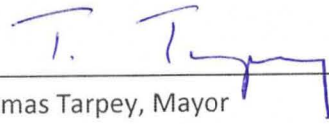
- 7.2. Permanent, part-time Employees will accrue vacation credits on a pro-rated basis, based on their full-time equivalency.
- 7.3. Temporary (with the excepting of Family Resource Network), Seasonal and Casual Employees will be paid vacation pay every pay period in accordance with the provisions of the *Employment Standards Code*.
- 7.4. Management will receive 5 vacation days per year in addition to the above grid.
- 7.5. Employees celebrating 25 years of employment with the Town will receive an extra 5 vacation days in the year of this significant anniversary only. These vacation days must be used in the year of achievement or forfeited.
- 7.6. Employees will not accrue vacation credits while on unpaid leave. (Examples include: Long Term Disability, Maternity and Parental Leave, approved or unapproved leave of absence.)

8. Use of Vacation Credits

- 8.1. Employees must submit a written request detailing their desire to take vacation leave.
- 8.2. Vacation requests will be approved on a first come, first served basis, subject to the operational needs of the department.
- 8.3. Requests must include departure date, return-to-work date, and the number of vacation days required. Vacation may only be taken once approval is received from the appropriate authority.

- 8.3.1. The CAO is responsible for approving Directors' vacation requests.
- 8.3.2. Supervisors are responsible for approving their employees' vacation requests.
- 8.4. An Employee is entitled to use vacation leave with pay at their regular rate of pay.
- 8.5. An Employee is entitled up to, but not more than, 5 unearned vacation days if approval is obtained in writing from their Director. Unearned days must be paid back by the Employee if termination occurs before the days are earned back.
- 8.6. An Employee is not entitled to vacation leave with pay if the Employee has exhausted their vacation leave credits and any days available as per Section 8.5.
- 8.7. The Town shall deduct from the Employee's vacation leave credits time in 15-minute increments equivalent to the time the Employee was absent from work on vacation leave.
- 8.8. Accumulated Time Off in Lieu (TOIL) Time must be utilized before vacation credits are taken.
- 9. Unused Vacation Credits
 - 9.1. There will be a cap of 10 vacation days for carry over from one year to the next unless permission is given by the Director.
 - 9.2. Employees who have not taken their allotted vacation days in a calendar year will meet with their Supervisor to schedule said vacation.
 - 9.3. Any carried over vacation time not used in a 2-year period will be paid out by the Employer.
 - 9.4. When an Employee leaves the Town, vacation pay will be paid out for all earned but not taken vacation time, in accordance with the *Employment Standards Code*.
- 10. Special Circumstances:
 - 10.1. In the event an Employee becomes ill while on vacation, upon producing a medical certificate, the Employee may be entitled to re-schedule his/her annual vacation and the time of illness may be deducted from their sick leave benefits.
 - 10.2. As per the Sick Leave Policy, Employees who suffer from an illness or injury in excess of 3 days while on scheduled vacation may apply to the Chief Administrative Officer upon their return to work to:
 - 10.2.1. Receive sick leave for each day after the third day of illness or injury; and
 - 10.2.2. Have their vacation entitlement reinstated for each of these days, which application must be accompanied by satisfactory verification of the Employee's medical condition from a qualified medical practitioner. Brief illnesses that occur during a vacation period do not count towards sick pay. The decision of the Chief Administrative Officer is final.

- 10.3. During an approved, job-protected leave of absence, employment is considered continuous and vacation entitlements remain the same as before the leave.
- 10.4. If a General Holiday occurs during an Employee's vacation period, they are not required to take a vacation day for that day off.


Thomas Tarpey, Mayor


Christopher J. Parker, CAO