

Policy & Procedure Manual

VACATION ENTITLEMENT – HR-V-12

POLICY:

Paid and Unpaid vacation entitlement accrual will be based on the job classification and the years/hours of service with the organization, as determined by senior management.

Paid vacation entitlement for full time employees will be calculated on a daily basis in accordance with the June 30th vacation entitlement determination date.

All part-time employees will be entitled to take unpaid vacation in accordance with the June 30th vacation entitlement determination date, based on hours of continuous service as of June 30th. A part-time employee will receive vacation pay as a percentage of gross earnings as determined by his hours of continuous service.

PURPOSE:

1. To ensure employee awareness and understanding of vacation entitlement.

PROCEDURE:

1. Specific vacation entitlement based on classification and status will be explained to each employee at the time of their hire and/or classification/status change with Human Resources.
2. Human Resources will notify Supervisors/Managers/Directors of vacation entitlements for their staff, who will communicate such information to their staff. Requests for use of vacation will be subject to Supervisory approval in accordance with the policy HR-III-40 – Vacation Scheduling

General Explanation for Full Time Employees:

- a. In the first year of employment, an employee may only take the amount of vacation earned from his starting date to June 30th according to the vacation entitlement for his/her classification.
- b. In the following years, the employee's vacation entitlement would be based on the period July 1st to June 30th, and subject to the employee having reached the full number of years of service by June 30th in order to qualify for an increased entitlement.

POLICY: HR-V-12
DEPARTMENT: Human Resources
CATEGORY: Non-Union Benefit Program
EFFECTIVE DATE: July 2021
SUPERSEDES VERSION DATED: September 2006
Page 2 of 2

General Explanation for Part-time Employees:

A part-time employee will be entitled to request use of vacation based on the number of hours of continuous service as of June 30th. The vacation entitlement will vary depending on the number of hours of continuous service and the entitlement for those hours worked.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services Administration, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be 'J. P. ...', is written over a horizontal line.

