
RETIREMENT - VACATION - HR-VI-1

POLICY:

Upon official retirement only (as early as age 55), employees may take all/any accrued vacation earned up to the date of such retirement, and by taking such vacation it shall not affect their vacation entitlement. The retiring employee will also be entitled to all paid holidays which fall during this scheduled vacation period. Should the employee not work to the planned retirement date and, therefore, not earn the full vacation credits taken, any vacation paid not yet earned will be deducted on the employee's final pay.

If an employee has accrued vacation credits owing at retirement, the employee will be given the cash value of such vacation credits (based on his/her current salary rate) on his/her final pay.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: January 1998

AUTHORIZED BY: Executive Director

SIGNATURE:

