

Vacation Year

For the purpose of computing vacation entitlement, the vacation year shall begin on January 1st and end on the following December 31st.

Vacation Scheduling

- (a) Employees must take their vacation during the year to which it refers and no carry-over of credits to the following year will be allowed unless approved by the Management Team. The Management Team, at its discretion, may refer exceptional requests to County Council for its approval. At least once annually, an information report to Council shall be presented indicating the number of vacation carry-over requests submitted and granted by the Management Team.

(Note: This approval process will also be implemented to the Collective Agreements.)

- (b) No cash payment in lieu of vacation time off will be made and all credits not used up by the end of the twelve (12) month period, will be lost, subject to conditions in the Employment Standards Act, except where approval for carryover has been granted under (a) above.

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- (c) i) All vacation leave must be approved by the Department Head/Manager before it is taken.
- ii) Department Heads/Managers must obtain approval from the Chief Administrative Officer for vacation leaves in excess of three weeks.
- iii) The Chief Administrative Officer must obtain approval from County Council for vacation leaves in excess of three weeks.

Vacation Pay

- (a) i) Full-time employees shall receive vacation pay based upon their regular straight time rate of pay.
- ii) Part-time employees shall receive vacation pay based upon the following percentages and paid as it is earned:
- Up to 3 years continuous service, 6% of the regular straight time rate of pay.
- From 3 years to 14 years continuous service, 8% of the straight time rate of pay.
- From 14 years to 21 years of continuous service, 10% of the straight time rate of pay.
- From 21 years of continuous service, 12% of the straight time rate of pay.
- (b) All vacation pay will be pro-rated according to the vacation schedule if an employee is dismissed or resigns from their employment.
- (c) When an employee is transferred from one department to another on a permanent basis, the vacation pay entitlement accrued at that time will be charged to the original department.