

County of Elgin

Human Resources Policy Manual

Code - **NU**

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Section: **9**

Subject: **Effect of Leaves
of Absence on Vacation
Credits**

Policy Number: **9.50**

Date Approved: **Oct. 1/87**

Date Last Revision: **Sept. 26/95**

Leaves of absence without pay of less than one (1) month will not affect calculation of vacation credits under this section unless the entitlement is a percentage of salary. Where there is a leave of more than a month during a calendar year, the vacation pay entitlement, but not the vacation time entitlement, shall be pro-rated on the basis of actual time on the payroll during which he/she is in receipt of remuneration from the employer.