



MUNICIPALITY OF ROBLIN

POLICIES AND PROCEDURES MANUAL

Section: Employees	Policy No.: EMP-003
Subject: Vacation Policy	Date Issued: December 30, 2021
Resolution No.: 2021-573 Amending Resolution No: 2022-029	Revision Date: January 25, 2022

Intent

The Municipality of Roblin understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Guidelines

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for the Municipality of Roblin staff.

Vacations will normally be authorized in one-week periods unless the employee requests to take their vacations in shorter periods.

1. For vacation purposes, the reference year spans the Municipality of Roblin's pay periods. In a year there are 26 to 27 biweekly pay periods. Under a bi-weekly pay program, employees are paid in 14-day increments until the completion of the 365-day annual pay cycle.
2. Full-time employees with one (1) or more years of service will be granted paid vacation according to the following schedule:

Service with the Municipality	Time Allowed
1 to 3 years	2 weeks paid vacation
4 to 8 years	3 weeks paid vacation
9 to 14 years	4 weeks paid vacation

15 to 19 years	5 weeks paid vacation
20 to 24 years	6 weeks paid vacation
25 to 29 years	6 weeks paid vacation plus an additional 2% top-up of their regular salary/earnings
30 years or more	6 weeks paid vacation plus an additional 4% top-up of their regular salary/earnings

3. Part-time employees shall receive vacation pay on every cheque at the rate of 4% percent of their earnings; following 5 years of service, the entitlement increases to 6% percent. Employees are still entitled to take time off as vacation, but because it has already been paid, they will not receive any additional vacation pay while they are off.
4. The only exception to #3 above will be for the Development/Planning Officer; vacation pay will not be paid on every cheque and the number of paid vacation days will be calculated based on 6% of the current year's earnings.
5. During a legislated or approved leave, employment is considered continuous. The time employees are away on leave counts toward their years of service when determining how much vacation they are entitled to. Employees who return from leave are entitled to their full vacation time because they are still employed while on the leave.
6. Paid vacation time granted to an employee must be used in its totality by the final pay period of the current year or will be paid out on the final pay period. Vacation days may only be rolled over into the following year, under certain circumstances and decided by the CAO, if a written request is received by November 1st; the CAO may make a written request to Council. Instances such as these will be addressed on a case-by-case basis.
7. Employees are required to inform their department head or manager of their wish to take vacation time at least two (2) weeks in advance; department heads or managers are required to inform the CAO of their wish to take vacation time at least four (4) weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Vacation may only be taken once approval is received from their department head, manager, or CAO (as the case may be).

8. Any conflict in vacation requests between employees will be decided based on employee seniority, company needs, and the good judgment of the department head or manager.
9. Vacation scheduling is the responsibility of department heads or manager, who will ensure that all employees are given their full vacation entitlement while considering the efficiency of the department.
10. Vacation time may be divided into more than two periods if desired by the employee, provided that his or her department head or manager can effectively allocate tasks to remaining employees.
11. Employees are not entitled to accrued vacation during periods of sabbatical or suspension from the company.
12. If a public holiday occurs during an employee's vacation period, the employee will be granted one (1) additional day of vacation.
13. Brief illnesses that occur during a vacation period may not be counted towards sick pay; however, in the event an employee is deemed medically unfit to perform their regular work duties a minimum of three (3) consecutive days during his/her vacation, the employee may utilize sick leave to cover the period of illness and the displaced vacation shall be rescheduled. A medical certificate from a qualified Medical Practitioner must be presented to support this claim.
14. If an employee returns to work for any reason while on vacation, that employee will be paid at his/her regular rate of pay for all hours worked and his/her vacation time will be rescheduled at his/her regular rate of pay at a later date.
15. When employees are terminating employment, they may use vacation for the notice period if the employer agrees. Employees are entitled to all outstanding vacation pay when their employment ends.
16. If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to *Manitoba Employment Standards*.

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understand the Vacation Policy of Municipality for Roblin. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____