

Grandview Municipality
Employee Vacation Policy
Effective Date: January 1, 2015
Resolution No. 2015-406

Purpose:

The purpose of this policy is to outline the policy and procedures for vacation leave.

Definitions:

Employee: A full-time, part-time, seasonal, or casual employee.

Procedure:

1. The annual vacation, after one year of full-time employment, and up to 4 years of employment, shall be 2 weeks paid vacation.
2. The annual vacation for employees after 4 years of full-time employment shall be 3 weeks paid vacation.
3. The annual vacation for employees after 10 years of full-time employment shall be 4 weeks paid vacation.
4. The annual vacation for employees after 15 years of full-time employment shall be 5 weeks paid vacation.
5. The annual vacation for employees after 20 years of full-time employment shall be 6 weeks paid vacation.
6. Vacation pay for seasonal, part-time, and casual employees from their first day of work up to 4 years of employment will be 4% of their gross regular wages (excluding overtime).
7. Vacation pay for seasonal, part-time and casual employees after 4 years of employment will be 6% of their gross regular wages (excluding overtime).
8. Seasonal, part-time and casual employees will receive their vacation pay entitlement on each paycheque.
9. Each Department Supervisor shall arrange the annual vacation schedule within the particular Department to the extent that the usual workload is performed and the Department functions in the normal manner.

10. Each Department Supervisor shall have a tentative holiday schedule prepared by March 31st each year to be reviewed and approved by Municipal Council.
11. An employee may be entitled to receive his/her vacation in an unbroken period, only if adequate coverage is available. Also, employees are not required to take vacations in blocks if the employee so chooses.
12. For those employees whose employment start date was prior to January 1, 2009, their anniversary date has been adjusted to December 31st. For these employees, any unused vacation leave remaining as of December 31st shall be paid out to that employee at his/her regular rate of pay. Every effort must be made to have all vacation leave used before December 31st.
13. For those employees whose employment start date was January 1, 2009 or later, their anniversary date is their actual start date. For these employees, any unused vacation leave remaining as of their anniversary date shall be paid out to that employee at his/her regular rate of pay. Every effort must be made to have all vacation leave used before their anniversary date.
14. Minimum notice of 48 hours must be given to the Departmental Supervisor by staff who desire to take vacation leave. These requests will be granted at the discretion of the Departmental Supervisor.
15. In the event an employee is deemed medically unfit to perform their regular work duties during his/her vacation, the employee may utilize sick leave credits 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.
16. 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.