



LAC LA BICHE COUNTY PROCEDURE

TITLE: Vacation Standard Operating Procedure

PROCEDURE NO: CS-03-016-15

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 General Guidelines

This SOP applies to all regular full-time and part-time employees. Contract workers, freelance agents, casual labour, summer students, interns, and other temporary employees are not entitled to paid vacation time.

All employees are encouraged to use their allotted vacation time in full every year. The following statements are intended to guide paid vacation procedures for staff.

Completed Years of Continuous Service OR Equivalent Hours Worked	Days of Vacation	Payout Percent
Up to 1 year	1.25 days/month	6%/year
More than 1 year but less than 8 years	15 days/year	6%/year
8 years but less than 15 years	20 days/year	8%/year
15 years but less than 25 years	25 days/year	10%/year
25 or more years	30 days/year	12%/year

Term employees whose contract is less than one year, seasonal employees, and casual employees shall receive vacation pay at the rate of six (6) percent of their earnings for the vacation year.

For vacation purposes, the reference year spans the County's fiscal year, running from January 1-December 31. Vacation days earned by an employee during a reference year will be granted as earned.

An employee's vacation entitlement or payment commences on the employees date of hire.

Paid vacation time granted to an employee must be used in its totality within twelve (12) months after the end of the reference year in which it is earned. If not used, or approved by the General Manager to be rolled over, the accrued vacation time will be paid out at the rate at which it was earned.

Using the “Two-Up” approval process, vacation days may be rolled over into the following year under certain circumstances. Employees may carry over vacation accrual from one year to the next as follows:

- less than eight years’ service - up to one week accumulation;
- eight to less than fifteen years of service - up to four weeks accumulation;
- fifteen years or more service - up to five weeks accumulation;
- twenty five or more service – up to six weeks accumulation.

Accumulations of vacation time, in excess of these limits will be paid out, in cash, at the rate at which it was earned.

The County reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.

The County reserves the right to schedule mandatory vacation days for employees as a means of cost-cutting as necessary. These days will count against accrued vacation days.

2.0 Roles and Responsibilities

Vacation scheduling is the responsibility of department managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department. It is the responsibility of the Supervisor or General Manager as appropriate to arrange for back-up in cases where employees take leave of any sort and where temporary replacements are required.

The minimum permissible period of vacation time, under this Section, is one full day.

Employees are required to submit, in writing, notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted 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.

Any conflict in vacation requests between employees will be decided based on employee seniority, County needs, and the good judgment of the supervisor/manager.

If an employee’s services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable federal or provincial legislation.

Employees are not entitled to accrued vacation during periods of sabbatical, or suspension from the County.

If a statutory holiday occurs during an employee’s vacation period, the holiday will not count towards the employee’s used vacation time.

A brief illness that occurs during a vacation period may not be counted towards sick pay. Illnesses lasting more than 3 days while on vacation leave, and are supported by a doctor's note, can be counted towards General Illness Leave.

If an employee is absent due to Maternity or Parental Leave, they will continue to accrue vacation time ONLY; vacation pay is not accrued during such absences.

When an employee believes that he/she should not/cannot travel into work because of inclement weather, the employee can use previously accrued vacation time or banked overtime per occurrence, at the discretion of the Supervisor or General Manager as appropriate.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date