

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>AM - 2.1.4</b>
<b>Section</b> <b>Hours of Work and Leave</b>	<b>Subject</b> <b>Vacation Leave</b>	

**1. APPLICATION**

**1.1** This policy governs vacation leave for non-bargaining employees of the Municipality of the County of Annapolis.

**2. AUTHORITY**

**2.1** Section 65, *Municipal Government Act*, as amended.

**3. DEFINITIONS**

**3.1 Permanent Full-Time Employee** - A permanent full-time employee is hired for an indefinite period of time and is normally scheduled to work thirty-five (35) hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

**3.2 Permanent Part-Time Employee** - A permanent part-time employee is hired for an indefinite period of time and is scheduled to work (on average) less than thirty-five (35) hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

**3.3 Term / Temporary / Seasonal Employee** - A term, temporary or seasonal employee is hired (full-time or part-time) into a position that is designated to run for a defined period of time (generally six (6) months or less). Term / temporary / seasonal employees are entitled to only those benefits as provided by the *Labour Standards Code* and Regulations.

**3.4 Casual Employee** - A casual employee is hired on an as needed basis. Casual employees are entitled to only those benefits as provided by the *Labour Standards Code* and Regulations.

**4. INTENT OF LEAVE**

**4.1** The intent of vacation leave is to provide a reasonable annual period of rest from work for personnel and is intended to be taken during the year in which it is earned.

**5. ELIGIBILITY FOR LEAVE**

**5.1 Permanent Full-Time Employees** shall earn vacation credits in accordance with service (per Section 6). New permanent full-time employees will receive a pro-rata number of vacation days based upon the number of months worked in the hired fiscal year.

**5.2 Permanent Part-time Employees** are eligible for vacation leave on a pro-rated basis in accordance with service (per Section 6). New permanent part-time employees will receive a pro-rata number of vacation days based upon the number of months worked in the hired fiscal year.

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**5.3 Term / Temporary / Seasonal / Casual Employees** shall be entitled to vacation pay only as provided by the Labour Standards Code and Regulations.

## 6. VACATION ENTITLEMENTS

**6.1** The municipality's vacation year begins April 1st and ends March 31st of the following year.

**6.2** Commencing April 1, 2012, permanent full-time employees are granted vacation with pay in accordance with years of completed service as follows (*no pro rating*):

- Fifteen (15) days at commencement of employment
- Twenty (20) days commencing in the fiscal year in which the employee completes ten (10) years of cumulative service
- Twenty-one (21) days commencing in the fiscal year in which the employee completes twenty (20) years of cumulative service
- Twenty-two (22) days commencing in the fiscal year in which the employee completes twenty-one (21) years of cumulative service
- Twenty-three (23) days commencing in the fiscal year in which the employee completes twenty-two (22) years of cumulative service
- Twenty-four (24) days commencing in the fiscal year in which the employee completes twenty-three (23) years of cumulative service
- Twenty-five (25) days commencing in the fiscal year in which the employee completes twenty-four (24) years of cumulative service
- Twenty-six (26) days commencing in the fiscal year in which the employee completes twenty-five (25) years of cumulative service
- Twenty-seven (27) days commencing in the fiscal year in which the employee completes twenty-six (26) years of cumulative service
- Twenty-eight (28) days commencing in the fiscal year in which the employee completes twenty-seven (27) years of cumulative service
- Twenty-nine (29) days commencing in the fiscal year in which the employee completes twenty-eight (28) years of cumulative service
- Thirty (30) days commencing in the fiscal year in which the employee completes twenty-nine (29) years of cumulative service

**6.3** **Additional vacation may be scheduled anytime following the month in which the required service anniversary falls.**

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**6.4** Permanent part-time employees are eligible for vacation benefits on a pro-rata basis based on the schedule above.

**6.5** Probationary employees may not take vacation until the successful completion of the probationary period.

**7. GRANTING OF LEAVE**

**7.1** Vacation leave of **3 days or more** must be requested and approved **at least 5 working days in advance** and should be scheduled in such a way that the work routine is disrupted as little as possible. However, an employee's preference for vacation time is important and should be taken into account as much as operational requirements permit subject to approval by both the supervisor and service group manager.

**7.2** Employees should directly communicate vacation dates to co-workers to ensure customer needs are met.

**7.3** Vacation of two (2) days or less may be granted on short notice at the discretion of the supervisor **or** service group manager.

**8. CARRY OVER / ADVANCE OF VACATION**

**8.1** Vacation leave must be taken during the fiscal year in which it is earned, unless carry over had been approved as provided in this policy.

**8.2** At the discretion of the Chief Administrative Officer, approval may be given in extraordinary circumstances for carry-over of up to five vacation days or to advance up to five vacation days from the next fiscal year.

**9. OVERDRAWN LEAVE**

**9.1** Overdrawn leave must be recovered if an employee separates for any reason. The amount is calculated at the regular rate of pay the employee received immediately prior to separation and is recovered from amounts owing to the employee.

**10. UNUSED VACATION LEAVE CREDITS**

**10.1** Upon termination of employment, unused vacation leave credits of an employee are to be paid at the regular rate of pay the employee received immediately prior to separation.

**11. ILLNESS OR BEREAVEMENT**

**11.1** Illness during the period an employee is on approved vacation may be charged to sick leave. However, the employee must provide the notices and proof as specified in the sick leave policy.

