

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

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 *unless specifically stated otherwise in his / her employment agreement*.

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 *unless specifically stated otherwise in his / her employment agreement.*

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.

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11.2 Bereavement during the period an employee is on approved vacation may be charged to bereavement leave. However, the employee must provide the notices and proof as specified in the bereavement leave policy.

12. STATUTORY AND PAID HOLIDAYS

12.1 Statutory and paid holidays occurring during an employee’s vacation are not deducted from vacation leave credits, and such holidays shall be considered granted to the employee.

13. RESPONSIBILITIES

13.1 Employees complete appropriate leave requests in advance and maintain an up-to-date record of all leave used.

13.2 Service Group Managers shall be aware of all vacation leave requests and assure adherence to policies and standard operating procedures.

13.3 Supervisor assures adherence to this policy, that adequate vacation leave credits exist, that the leave requested will not interfere unduly with work schedules, and proceeds with internal department notification procedures.

13.4 The Chief Administrative Officer, or someone designated or delegated to act on her / his behalf, has discretionary authority to:

- determine the time that vacation leave will be granted;
- approve carry over of vacation leave credits (no more than five days); and
- recognize acceptable equivalent service in determining the rate of accumulation of vacation leave credits of directors and managers and such determination shall be explicitly stated in the employment agreement.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>June 13, 2017</i>
<i>Council Approval</i>	<i>June 20, 2017</i>
<i><u>Wanda Atwell</u></i>	<i><u>June 20, 2017</u></i>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

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Approved Dec. 20/11-Effective Apr. 1/12

Amendments:

June 20, 2017

In sub-sections 3.3 and 5.3 added the words *“unless specifically stated otherwise in his / her employment agreement”*