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Sunbury-York South Rural Community Vacation Leave Policy

1. Purpose:

The purpose of this policy is to establish guidelines for vacation leave credits for employees that will provide them with a reasonable annual period of rest from work.

2. Qualification:

The terms and conditions of this policy apply to every full-time, casual, and temporary employee of SYSRC unless otherwise stated in their employment contract.

3. Responsibility:

It is the responsibility of the Office Administrator:

- a) to ensure this policy is followed by each employee and themselves;
- b) to ensure that adequate vacation leave credits exist;
- c) to notify the employee whether vacation leave is or is not approved; and
- d) to keep up-to-date and accurate records of all approved vacation leave requests for every employee ensuring all vacation leave credit records are adjusted appropriately.

It is the responsibility of the employee:

- a) to complete the appropriate request for vacation leave documentation in advance and submit it to the Office Administrator for approval in a timely manner; and
- b) to take all vacation leave credits during the calendar year in which they are earned.

4. Vacation Leave Credit Entitlement and Accumulation:

- a) Full-time employees qualify for vacation leave and accumulate vacation leave credits monthly.
- b) Any full-time employee who commences employment within the first 10 working days of the month will earn vacation leave credits for that month.
- c) Any full-time employee who commences employment after the first 10 working days of the month will begin accumulating vacation leave credits the following month.
- d) The following is a breakdown of how full-time employees earn vacation leave credits based upon the amount of continuous service:

When an employee accumulates continuous service of ...	Then they accumulate vacation leave credits at the rate of ...
less than 96 months (8 yrs)	1 1/4 days per month (15 days/year)
at least 96 complete months (8 yrs)	1 2/3 days per month (20 days/year)
at least 240 complete months (20 yrs)	2-1/12 days per month (25 days/year)

Exceptions: Monthly vacation leave credits **do not accumulate** when an employee is on a leave of absence without pay or suspension for more than one-half the working days in a month.

- e) In addition to the above entitlement, any full-time employee who is required to attend any Council, Committee of the Whole, or Special Council meeting will be compensated by earning one (1) hour for every hour of the meeting towards vacation leave credit up to a maximum of five (5) days per year (1 hour minimum for meetings). No paid overtime or paid time off in lieu of compensation will be given to any full-time employee required to attend any Council, Committee of the Whole, or Special Council meeting.

5. Use of Vacation Leave Credits:

Vacation leave credits are applied as follows for full time employees.

Days Absence	Credits Deducted
Full day absences	1 day credit deducted for each
Absence of 1/2 day or less	1/2 day credit deducted for each
Absence of more than 1/2 day	1 day credit deducted for each

Exceptions: If emergency leave or sick leave is granted for a period during which a full-time employee was on vacation leave, then the vacation leave credits are reinstated to the employee; however, a medical certificate must be provided for proof of illness.

6. Guidelines for Approving Vacation Leave:

- a) New full-time employees accrue vacation time but do not qualify to request vacation leave until they have worked a minimum of 6 months with SYSRC.
- b) Vacation leave must be requested in advance. Approval by the Office Administrator is required and subject to operational requirements.
- c) No vacation leave in excess of the vacation leave credits earned will be granted to any full-time employee.
- d) All vacation leave credits should be taken during the calendar year in which they are earned.

7. Vacation Leave Credit Carry Over:

- a) Vacation leave credits earned by full time employees are to be taken during the calendar year in which they are earned. However, under special circumstances employees may submit a written request to the Office Administrator to carry over unused vacation leave credits of up to five (5) days to the next calendar year. Any employee who wishes to carry over more than five (5) days of vacation leave credits to the next calendar year must obtain approval of Council. All requests for vacation leave carry over

must be submitted on or before November 1 of each year. If any request for vacation leave credit carry over is not approved, the Office Administrator will advise the employee in writing.

- b) The Office Administrator will review the status of vacation leave credits for all full-time employees on or before October 1 of each year to ensure that each employee takes their vacation by year-end or submits a request to carry over any unused vacation leave credits as set out above.
- c) Vacation leave credits in excess of the permitted carry over are relinquished without compensation at the end of the calendar year unless prior approval is granted by Council.

8. Vacation Leave Credits Upon Termination of Employment:

Any full-time employee whose employment is terminated with SYSRC for any reason whatsoever will be paid compensation based on their current wage for any balance of accrued vacation leave credits, up to a maximum of one (1) year's entitlement.

9. Casual or Temporary Employees:

Casual or temporary employees do not qualify to earn vacation leave credits and will receive payment in lieu of vacation leave credits at the rate of four (4%) of their gross earnings on each pay period.

10. Effective Date:

This policy will come into effect upon approval and adoption of Council.

11. Changes or Amendments:

No change or amendment to this policy will be effective unless it has been approved and adopted by resolution of Council.