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Leaves of Absence – Vacation

Purpose:

The Municipality recognizes the need for rest and recreation as an integral element in balancing work and lifestyle and as such shall provide annual paid vacation to eligible employees in accordance with the *Employment Standards Act, 2000* and the following procedure.

Scope:

All employees, including contract, seasonal and part-time of the Municipality of Middlesex Centre.

Procedure:

Permanent Full-Time Employees

1. Vacation periods, calculation of pay, continuous service and pay distributions will be based on a vacation fiscal year which is set as January 1st to December 31st. Vacation with pay will be granted in accordance with the following:
 - a. New full-time employees shall be entitled to two (2) weeks' vacation with pay per year, pro-rated, based on the number of months completed in the calendar year allotted and upon the successful completion of probation. The letter of employment is the only exception to this rule, as the conditions will be stated in that letter for the first year of employment.
 - ~~b. Vacation days are to be used in the year they are earned. A carry-over of vacation to the following year requires the approval of the Department Head. A carry-over in excess of 5 days requires the approval of the CAO. Administration staff is encouraged to retain sufficient vacation days/lieu days to be utilized during the Christmas shut-down period. If banked vacation/lieu days are exhausted, then Christmas shut-down days will be unpaid.~~
 - c. Upon termination or retirement a payout of vacation pay will be proportionate to the percentage of the year that has been completed less the amount of time already taken.
 - d. If an employee is on long term disability and returns to work through participation of a modified work program but is unable to return to full hours, his/her vacation entitlement

is pro-rated based on their percentage of hours worked to full-time status.

- e. Vacation entitlement will increase based on years of service in accordance with the following:

Years of Service	Vacation Entitlement per Year
One (1) year but less than three (3) years	2 weeks paid vacation (10 days)
Three (3) years but less than seven (7) years	3 weeks paid vacation (15 days)
Seven (7) years but less than ten (10)	3.5 weeks paid vacation (17.5)
Ten (10) years but less than fifteen (15)	4 weeks paid vacation (20 days)
Fifteen (15) years but less than twenty (20)	4.5 weeks paid vacation (22.5)
Twenty (20) years but less than twenty five (25)	5 weeks paid vacation (27.5)
Twenty five (25) years but less than thirty	5.5 weeks paid vacation (27.5)
Thirty (30) years or more	6 weeks paid vacation (30 days)

2. All normal deductions made from an employee's pay will be made from the vacation pay.
3. All vacation requests must be submitted by employees to the Supervisor or Department Head for approval.
4. Employees are required to submit in writing, notification of their intent to take vacation time at least 2 weeks in advance. Time off requests during peak seasons (e.g., summer, spring break, Christmas) must be submitted at least 4 weeks in advance. Notification must include departure date, return to work date and number of vacation days or weeks required.
5. The Supervisor or Department Head will attempt to accommodate employees' vacation requests where possible, subject to operational needs of the department. Employees are encouraged not to take vacation during peak workload periods.
6. Approval of multiple requests for the same time period within one department will be made at the discretion of the Supervisor or Department Head and will be decided based on employee seniority and service requirements,
7. Employees should be aware that pre-booking of trips prior to obtaining supervisor's approval could result in the request being denied and the employee will be responsible for all associated costs and expenses.

8. An employee may request a reconsideration of a supervisor's decision regarding vacation periods to the CAO in writing.
9. An employee who becomes hospitalized or bereaved during a vacation may be granted alternative vacation days equivalent to the number of vacation days (excluding days not scheduled to work) providing:
 - a. The employee was hospitalized or bereaved, and verification of this is received by, and satisfactory to, the Director of Human Resources.
 - b. The alternative days are taken at a time mutually convenient to the employee and the supervisor.
10. An employee who is on an approved Leave of Absence of more than thirty calendar days, shall not accumulate vacation while on leave.
11. An employee who is on pregnancy or parental leave shall accumulate monthly vacation entitlement with pay, while on pregnancy or parental leave. The employee may use the entitlement to extend his/her leave
12. The Chief Administrative Officer is authorized to review and approve any deviation or exception to the Vacation Pay and Entitlement policy

Volunteer Firefighters

13. Volunteer firefighters shall receive 6% of vacation pay in accordance with the *Employment Standards Act, 2000*. The vacation pay is included in their point value as included in Establishing and Regulating By-Law, which is amended from time to time. As volunteer firefighters can elect not to respond to calls at their discretion without have to book vacation time, the first 10-15 days (depending upon the firefighter's year of service) of each calendar year during which the volunteer firefighter does not provide work will be characterized as vacation time for the purposes of compliance with the *Employment Standards Act, 2000*.

Part-Time, Contract & Seasonal Employees

1. Part-time, contract, and seasonal employees shall receive vacation pay in accordance with the *Employment Standards Act, 2000* unless otherwise negotiated within the employee's contract of employment.

Vacation Carry-Over

1. Vacation days are expected to be used in the year they are earned. A carry-over of vacation to the following year requires the approval of the Department Director with the exception that statutory vacation under the *Employment Standards Act, 2000* cannot be carried over and must be used in the year it is earned. **If an employee has vacation balance remaining in a current year, they may request to carry forward earned vacation time to the New Year as follows:**
 - CAO, Directors and Managers will be permitted up to two (2) weeks' vacation carry-over – the two weeks are to be used by July 31st. Any vacation balance exceeding the two (2) weeks will be paid out prior to the beginning of the New Year;
 - Staff other than management will be permitted up to one (1) week vacation carry-over which is to be used by July 31st. If there is an extraordinary circumstance that there is more than one (1) week to carry-over, then the second week is to be used by March 31st. Any vacation balance exceeding the two (2) weeks will be paid out prior to the beginning of the New Year.