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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON POLICY AND ADMINISTRATION MANUAL | | REFERENCE NUMBER 17 |
| SECTION | EMPLOYEE BENEFITS | SUBJECT: VACATIONS |

1. APPLICATION

1.1. This policy applies to all permanent employees of the Municipality.

2. PURPOSE

2.1. The Municipality of the District of Barrington (Barrington) understands the importance of personal time off for its employees. Employees are encouraged to use their vacation time for rest, relaxation, and personal pursuits. Barrington recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all staff members.

3. POLICY STATEMENT

3.1. Permanent employees will be granted paid vacation according to the following schedule:

| Years of service | Time Allowed |
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| Less than seven (7) years | Three (3) weeks paid vacation. (For Employees who work 35 hours per week this converts to 105 hours. For those who work 40 hours per week this converts to 120 hours) |
| Seven (7) years, but less than fourteen (14) years | Four (4) weeks paid vacation. (For Employees who work 35 hours per week this converts to 140 hours. For those who work 40 hours per week this converts to 160 hours) |
| Fourteen (14) years, but less than twenty (20) years | Five (5) weeks paid vacation (For Employees who work 35 hours per week this converts to 175 hours. For those who work 40 hours per week this converts to 200 hours) |
| Twenty (20) years or more | Six (6) weeks paid vacation (For Employees who work 35 hours per week this converts to 210 hours. For those who work 40 hours per week this converts to 240 hours) |

3.2. Casual or temporary employees shall receive vacation pay at the rate of four (4) percent of their earnings for the vacation year.

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- 3.3.** For vacation purposes, the reference year spans the fiscal year, running from April 1st to March 31st. Vacation days will be granted to each employee at the start of each fiscal year.
- 3.4.** Should an employee leave the Municipality for any reason before used vacation is earned the Municipality will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the Municipality.
- 3.5.** It is expected that an employee's vacation will be taken in the year it is granted and will not accrue for future years.
- 3.6.** Paid vacation time granted to an employee must be used in its totality within two (2) months after the end of the year in which it is earned.
- 3.7.** In the spirit of fair and equitable treatment, new employees who begin service prior to the 16th day of a month will be granted credit for a full month of service.
- 3.8.** Vacation days may be authorized to be rolled over into the following year solely at the Chief Administrative Officer's discretion under certain circumstances; instances such as these will be addressed on a case-by-case basis.
- 3.9.** No employee will be permitted to work all fifty-two (52) weeks in a given year in order to receive an additional 4%.
- 3.10.** In the case of the municipal staff, the Department Supervisors will arrange and approve all vacation schedules.
- 3.11.** In the case of the Department Supervisors, the Chief Administrative Officer will arrange and approve all vacation schedules.
- 3.12.** Employees shall be given the opportunity to select the time of year they would like their vacation, but the employee with the most seniority shall have first choice. Vacations shall only be permitted at times of the year when their absence will not create undue hardship on other staff or inconvenience to the public.
- 3.13.** Any conflict in vacation requests between employees will be decided based on employee seniority, Municipal needs, and the good judgment of the supervisor/manager/ Chief Administrative Officer.
- 3.14.** If an office closure due to an emergency or weather event occurs during an employee's vacation period, the employee will be entitled to reimbursement of that day

Chief Administrative Officer's Annotation for Official Policy Book

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| Date of Notice to Council members of Intent to Consider | April 23, 2018 |
| Date of Passage of current Policy | May 28, 2018 |
| I certify that this "Employee Benefits - Vacations" was adopted by Council as indicated above. | |
| _____ | _____ |
| Chief Administrative Officer | Date |

VERSION LOG

| Version | Amendment Description | Amendment/Policy | Approved | Approval Date |
|----------|-----------------------------------|------------------|----------------|---------------------|
| 1 | Approved Policy of Council | CAO | Council | May 28, 2018 |
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