

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 15 VACATIONS**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to provide employees with vacation time.

#### **Policy Objectives**

To establish guidelines to ensure employees receive vacation approvals on a fair and consistent basis.

#### **Policy Direction**

1. The vacation year is from April 1<sup>st</sup> to March 31<sup>st</sup>.
2. A schedule of two weeks vacation time is to be presented to the Chief administrative Officer on the Vacation Approval form, which is contained in the personnel policy manual, on or before March 31<sup>st</sup> in any given year. Notification shall be given to all employees upon approval.
3. Persons with seniority (years of service) within departments will have preference over other employees within said department or those who conflict with similar positions within the Region when requesting their vacation. This preference shall be limited to the selection of the first two weeks of vacation only. After all employees have been approved for two weeks of vacation, employees with seniority will be granted their additional leave, in preference, on one week increments. Employees that do not apply for vacation leave in accordance with times schedules shall forfeit their seniority preference.

4. All regular full-time and regular part-time employees are entitled to receive vacations with pay.
5. Temporary and casual part-time employees will not be eligible for vacations, however, vacation pay at four percent (4%) will be paid.
6. Duration of service regarding vacations begins at the anniversary date of actual starting date of employment.
7. New employees shall be eligible for vacation leave based on a prorated portion earned after two months of employment.
8. Any employee receiving vacation leave prior to it being fully earned, shall be required to repay the unearned leave should they terminate employment.

Following is the entitlement under this policy:

1 – 5 years	3 weeks
6 – 14 years	4 weeks
15 years & over	5 weeks

All vacations over the first three weeks must be earned before it can be taken. For example, the employee must be employed a full six years before four weeks of vacation can be taken. (At the employee's anniversary date, his/her full vacation will be earned.)

9. All vacations must be taken in the fiscal year except under unusual circumstances. The Chief Administrative Officer may grant a carry over of unused vacation credit to the next year or recommend to Council pay in lieu of vacation time off upon application by the employee to the Chief Administrative Officer prior to January 31<sup>st</sup>.

10. The Chief Administrative Officer, in consultation with the Department Head, reserves the right to limit the number of employees on vacation during one period of time.
11. If a paid statutory holiday falls during the employees scheduled vacation period, the employee will be credited with an additional day off with pay.
12. Employees receive their vacation each year based on one full year of service. An employee who submits or is requested to submit his/her resignation or whose employment is terminated shall receive the pro-rated portion of his/her regular vacation or the pro-rated portion of vacation pay in lieu of vacation. The Department Head shall submit requests for vacation pay in lieu of vacation to the Chief Administrative Officer for approval.

**Approved by Council: July 15, 2002**

**REGION OF QUEENS MUNICIPALITY**  
**VACATION APPROVAL**

Person Requesting Vacation \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

**DATES REQUESTED FOR VACATION**

From	To	No. of Workdays

**Signature of Employee Requesting Vacation:**

\_\_\_\_\_

**Department Head Approval:**

\_\_\_\_\_

**C.A.O. Approval:**

\_\_\_\_\_

**Date:** \_\_\_\_\_