

Policy:

The Village of Innisfree recognizes the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Purpose

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for the Village of Innisfree staff.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding vacation leave.

1.0 Definitions:

- 1.1 **“CAO”** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** means an employee working more than 30 hours a week.
- 1.3 **“Part Time Employees”** means an employee working less than 30 hours a week.
- 1.4 **“Temporary Employees”** means an employee working on a short term contract, not permanent.

2.0 Responsibilities:

- 2.1 The CAO is responsible for ensuring awareness and compliance with this policy.

3.0 Guidelines:

- 3.1 Employees (including probationary employees) will be granted paid vacation at the rate of five percent (5%).
- 3.2 Full-time employees will be granted paid vacation leave according to the following schedule:

| Service with Village | Time Allowed |
|--|--|
| One (1) year, but less than Three (3) years | 13 work days paid vacation (5%) |
| Four (4) years, but less than ten (10) years | Three (3) weeks' (15 days) paid vacation 17 work days paid vacation (6.5%) |
| Eleven (11) years or more | Four (4) weeks' (20 days) paid vacation 21 work days paid vacation (8.0%) |

3.3 Part time permanent, casual, or temporary employees shall receive vacation pay on each payroll cheque per the following schedule:

| Service with Village | Time Allowed |
|--|--------------|
| One (1) year, but less than five (5) years | 5% |
| After Five (5) years | 6.5% |

3.4 The Village of Innisfree recognizes its permanent part time, casual and/or temporary employees and encourages them to take vacation per the Vacation Pay schedule above.

3.5 For vacation purposes, the reference year spans The Village of Innisfree’s fiscal year, running from January 1 to December 31. Vacation days earned by an employee during a reference year will be granted to the employee at the end of that reference year and will normally not be authorized prior to being earned.

3.6 If a statutory holiday occurs during an employee’s vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).

4.0 Procedures:

4.1 Village of Innisfree employees shall limit their use of vacation time to a maximum of three (3) weeks within each three (3) month period. This limit has been established to ensure that the Village of Innisfree may continue to operate using optimal staffing levels, unless authorized by the CAO.

4.2 If an exception is made to authorize paid vacation prior to such time being earned and the employee leaves the Village for any reason before such time is earned the Village 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 Village.

4.3 If inadvertently an employee is provided paid vacation beyond their current entitlement this unearned vacation provided in error will be deducted from the subsequent year’s vacation entitlement and if the employee leaves the Village for any reason before such time is earned the company 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 Village.

4.4 If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule their vacation, the Village will exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks’ notice in writing of the start date of their vacation. The employee must take their vacation at that time.

- 4.5 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.
 - 4.6 Paid vacation time granted to an employee must be used in its totality within twelve (12) months after the end of the reference year in which it is earned.
 - 4.7 The Village of Innisfree reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.
 - 4.8 Employees are required to submit in writing notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance. Notification should include departure date, return-to-work date, and the number of vacation days or weeks required.
 - 4.9 Any conflict in vacation requests between employees will be decided based on fairness, equity, Village needs, and the good judgment of the Supervisor or CAO.
- 5.0 **Legal Compliance**
The Village of Innisfree shall honor this policy in accordance with any applicable, governing laws. For any further clarification, reference shall be made to the *Employment Standards Code for Alberta*.
- 6.0 **End of Procedure**