

# COUNTY OF ST. PAUL

Our Mission - To create desirable rural experiences



## HR-21 Vacation Policy

Department: Human Resources

### Purpose

The County of St. Paul (the County) recognizes the importance of vacation time in providing the opportunity for rest, renewal, and personal pursuits. The County supports the use of vacation as an important employee benefit that impacts health, wellness, and a balanced lifestyle, and encourages all employees to use their full amount of accrued vacation time each year.

### POLICY STATEMENTS:

#### 1.0 Definitions

1.1 The following terms shall be defined as follows:

- (a) “**Supervisor**” means the managerial or supervisory employee to whom the employee would normally report.

#### The County’s Expectations

The County expects:

- An employee’s vacation time will be planned for, scheduled, and approved by the employee’s supervisor based on the operational requirements of the County, including the work schedules of the County.
- Where mutual agreement between the employee and their supervisor to the satisfactory date to start the employee’s vacation is not reached, the County, as represented by the employee’s supervisor, will give the employee at least 2 weeks’ written notice of the date on which the employee’s vacation is to start, and the employee must take the vacation at that time.
- Vacation should be completed in the vacation calendar year in which the employee becomes entitled to them.
- Any requests for carry-over of vacation into the following vacation calendar year must be in writing to the employee’s supervisor in accordance with this Policy’s procedures and processes as attached to this Policy. The County reserves the right in its absolute discretion to deny an employee’s vacation carry-over request to the following vacation calendar year.

It is expected that the County's employees will:

- Gain approval from their supervisor prior to taking any vacation time.
- Gain approval from their supervisor prior to carrying over any vacation allotment into the next vacation calendar year.

It is expected that the County's supervisors and managers will:

- Approve employee vacation requests and any carry over based on operational requirements of the County, ensuring adequate staffing coverage to meet service requirements, and in accordance with the County's procedures and processes.
- Communicate this Policy and accompanying procedures or processes to employees ensuring awareness and understanding.

### General Guidelines

The vacation year will run from January 1 to December 31 in any year. Vacation allotments are refreshed on January 1 of any calendar year. Employees who are hired part-way through a calendar vacation year will have their vacation allotment pro-rated accordingly.

Salaried employees will be provided vacation allotment categories based on years of service as days to be taken, at a minimum, in thirty (30) minute increments.

Hourly employees will be provided vacation as a percentage of pay which will be paid on every cheque as per the Alberta *Employment Standards Code* equivalent to the vacation allotment categories based on years of service. Any corresponding approved vacation time will be taken without pay as the employee will have already received the vacation pay. Vacation may be taken, at a minimum, in thirty (30) minute increments.

If an employee changes from an hourly position to a salary position or from a salary position to an hourly position, their years of service may be considered in establishing their vacation time or percentage of vacation pay, depending on the position held previously.

Seasonal employees, being employed for a single season with no promise or guarantee of being employed in subsequent seasons by the County, who may have prior re-current seasonal service with the County, may have that prior service credited towards the vacation allotment categories in the event that they are rehired by the County in either a seasonal or permanent County position.

### Vacation Allotment Categories

For all non-supervisory staff, employees shall be eligible for vacation benefits as follows:

<b>Years of Service</b>	<b>Vacation Eligibility (Work Days)</b>	<b>Vacation Eligibility (% of Pay Equivalent)</b>
Within 1 <sup>st</sup> year of service	10	4.0%
Within 2-5 years of service	15	6.0%
Within 6-14 years of service	20	8.0%
Within 15-24 years of service	25	10.0%
Within 25+ years of service	30	12.0%

For all supervisory staff, employees shall be eligible for vacation benefits as follows:

<b>Years of Service</b>	<b>Vacation Eligibility (Work Days)</b>	<b>Vacation Eligibility (% of Pay Equivalent)</b>
Within 1 <sup>st</sup> year of service	15	6.0%
Within 2-5 years of service	20	8.0%
Within 6-14 years of service	25	10.0%
Within 15-19 years of service	30	12.0%
Within 20+ years of service	35	14.0%

### **Related Policies**

- General and Declared Holidays Policy

## **ADMINISTRATIVE PROCEDURES AND PROCESSES**

### **Approval of Vacation**

All requested periods of vacation must be approved by the employee's supervisor prior to an employee accessing their vacation allotment. The approved vacation allotment must be submitted to payroll each pay period for processing.

Requests for vacation periods in excess of one (1) week must be submitted to the employee's supervisor at least one (1) week prior to the requested vacation starting. Requests for vacation periods less than one (1) week must be submitted to the employee's supervisor at least one (1) day prior to the requested vacation starting.

### **Retirements or Termination of Employment Relationship**

Employees retiring or terminating the employment relationship partway through the calendar year will be entitled to a prorated amount of vacation time consistent with the amount of the calendar year worked and based on their years of service.

Where the employee's employment with the County has ended as a result of termination of the employment relationship or retirement, and the employee has taken vacation that exceeds the monthly vacation accrual amount to that point, the employee will be required to pay back and/or have deducted from their final pay the portion used that has exceeded the monthly vacation accrual amount.

### **Leaves of Absences and Vacation**

An employee who becomes ill, is hospitalized, or confined to their residence under a physician's direction, or a combination thereof, during a vacation leave may request in writing to their supervisor to have this time converted from vacation time to sick time or other form of leave that may be applicable in the circumstances.

In accordance with section 44 of the *Employment Standards Code*, which may be amended from time to time, when an employee is absent from work, the employee's Supervisor may reduce the employee's vacation and vacation pay in proportion to the number of days the employee was or would normally have been scheduled to work, but did not.

### **Vacation Carry-Over**

Employees wishing to carry-over vacation to the following vacation year must request in writing to their supervisor by December 1st of each year. Carry over will not exceed five (5) vacation days, and approval will be at the discretion of the supervisor.

Any vacation that is approved to be carried over must be used by March 31 of the following year. If an employee is unable to use their carried-over vacation allotment by March 31 of the following year, they must submit a request in writing to their supervisor outlining their reasons for requesting a payout. The Chief Administrative Officer will then decide if the vacation allotment will be carried over further or paid out, effective for the January 2022 vacation allotment.

### **Vacation Pay-Out**

Pay out of vacation will not be approved before the final pay period of the year in which the vacation was earned. This request must be made in December prior to the last pay period of the year.

Council Approval: September 14, 2010  
Amended: October 11, 2016  
Amended: October 10, 2017  
Amended: July 13, 2021  
Amended: December 14, 2021