

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> MAR25/09	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Department.

**PROCEDURE:**

1. Consult the appropriate Collective Agreement for any deviations to this policy.
2. The following schedule is used to calculate vacations for full-time employees:
  - (a) Upon hire, vacation will accumulate at the rate of 0.83 days per month for each full calendar month worked, up to December 31<sup>st</sup>.
  - (b) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete one (1) full year of employment, he/she is credited with fifteen (15) working days of vacation leave.
  - (c) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete eight (8) years of employment, he/she is credited with twenty (20) working days of vacation leave.
  - (d) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete fifteen (15) years of employment, he/she is credited with twenty-five (25) working days of vacation leave.
  - (e) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete twenty-two (22) years of employment, he/she is credited with thirty (30) working days of vacation leave.
  - (f) Upon termination of employment or if an employee transfers to part-time employment, he/she is paid the pro-rated monthly portion of unused vacation that was credited on January 1<sup>st</sup>. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1<sup>st</sup>.
  - (g) An employee may carry the equivalent of one (1) year's vacation to the subsequent year. The carried over vacation must be used in the subsequent year.

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3. In the case of a newly recruited employee with significant relevant experience, the Chief Administrative Officer/Clerk, in consultation with the Chairperson of the Committee under whose jurisdiction the recruited position falls, has the discretion to adjust the starting vacation entitlement. The adjustment may be up to the maximum that the new recruit would have earned if he/she acquired all directly related experience as a County of Renfrew employee.
4. Vacation pay for part-time employees is in accordance with the *Employment Standards Act, 2000*, except that part-time employees:
  - (a) After one (1) year's work (1,820 hours) receive six percent (6%) vacation pay.
  - (b) After eight (8) years' work (14,560 hours) receive eight percent (8%) vacation pay.
  - (c) After seventeen (17) years' work (30,940 hours) receive ten percent (10%) vacation pay.
5. For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked (see section 4 above).
6. All vacation is taken in agreement with the employee's supervisor. Length of service on active payroll is given consideration in choice of vacation periods. All employees are entitled to two (2) weeks of earned vacation consecutively. Consecutive earned vacation periods of more than two weeks may be obtained with the expressed permission of the employee's supervisor. Non-union employees will be able to utilize one (1) day of annual vacation, in one (1) hour increments pre-approved. All other vacation may not be taken in anything less than one-half (1/2) days.
7. Vacation requests must be in writing.
8. While on active payroll, employees are not permitted to take cash in lieu of vacation except upon termination of employment.
9. Sick leave may be substituted for vacation leave where the employee can establish, by doctor's certificate, that an illness or accident occurred while on vacation.
10. Vacation pay is calculated at the rate effective immediately prior to the vacation period; full-time employees may receive their vacation pay prior to the beginning of their vacation period, provided that employees notify the pay office in writing three (3) weeks before the start of the vacation period.

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11. Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
  
12. If an employee is off on short-term disability and returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, his/her vacation entitlement is pro-rated.