

## TOWN OF SUNDRE POLICY #118

### Annual Vacation

#### **Purpose of the Policy:**

To establish vacation guidelines for Town of Sundre employees.

#### **Policy Statement:**

- An employee shall not take vacation leave without prior authorization from their supervisor.
- Vacation will accumulate from the date of hire and the full annual allotment must be taken prior to the hiring anniversary date unless otherwise agreed upon with the supervisor and Chief Administration Officer (CAO).

Vacation will accumulate for permanent employees per pay period for each month worked as follows:

#### Vacation Entitlements

0 – 4 years:	1.25 days vacation earned per month worked from the commencement of service for a total of 15 days per year
5 – 9 years:	1.667 days vacation earned per month worked for a total of 20 days vacation
10 – 14 years:	1.667 days vacation earned per month worked plus an addition of 1 day for each of years 10 to 14
15 – 25 years:	2.083 days vacation earned per month worked for a total of 25 days vacation
25 or more years:	2.50 days vacation earned per month worked for a total of 30 days vacation

Employees that do not work full-time hours will have their vacation entitlement reduced based on the percentage of time worked. For example an employee that is a permanent half-time employee will accrue half of the vacation per years worked as indicated in the above entitlements.

Casual and temporary employees will accrue vacation on each pay cheque at the rates set out by Alberta Employment Standards.

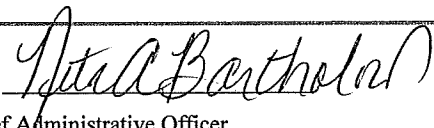
TOWN OF SUNDRE POLICY #118  
Annual Vacation

Vacation leave may be taken as follows:

- (a) in one continuous period, or
  - (b) in separate blocks of not less than 5 consecutive work days, or
  - (c) single days may be taken at the discretion of the Supervisor or CAO.
- If one or more paid holiday days falls during an employee's annual vacation period, another day or days may be added at the end of the vacation period or at a time authorized by the Supervisor or CAO.
  - Subject to operational requirements, an employee who so requests, may be authorized to take advance vacation leave which has not been earned and the vacation leave taken by them in the following year shall be correspondingly reduced.
  - Once vacations are authorized, they shall not be changed, other than in cases of emergency, or by mutual agreement.
  - Employees can only earn annual vacation entitlements while working. Prolonged absence due to illness or maternity leave is not eligible for vacation credits if it extends into general illness parameters.
  - Upon termination, an employee shall receive exact vacation pay for vacation earned but not taken.

---

Approval

Signature: 

Title: Chief Administrative Officer

References: Resolution No. 107/08

Revision Schedule: Bi-Annually

Date: March 10, 2008

Revision: 2

Next Revision: 2010