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**Procedure Title:** Vacation/Vacation Pay  
**Policy:** 1900-13  
**Adopted:** March 28, 2012  
**Amended:** February 21, 2017

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## **POLICY STATEMENT:**

The Village of Mannville understands 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.

## **DEFINITIONS:**

Full Time Permanent Employees - those employees working a minimum of 30 hours per week.

Part Time Permanent Employees – those working a minimum of 7.5 hours per week on a permanent basis.

Casual/Temporary Employees – those employees working occasionally, or for a certain period of time but not committed too daily/weekly or monthly.

Permanent Basis – a regular weekly employee working the same hours every week.

## **GUIDELINES AND PROCEDURES:**

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 Mannville staff.

Vacations must be taken sometime within the 12 months after the employee becomes entitled to the vacation. Vacations will normally be authorized in one week periods unless the employee requests to take their vacations in shorter periods. This is permissible so long as those periods are at least one-day long.

Employees (including probationary employees) with less than one (1) year of service will be granted paid vacation at the rate four percent (4%) for each complete month of service.

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Full-time employees with one (1) or more years of service will be granted paid vacation according to the following schedule:

<b>SERVICE WITH VILLAGE</b>	<b>TIME ALLOWED</b>
One (1) year, but less than five (5) years	Three (3) weeks paid vacation
Five (5) years, but less than ten (10) years	Four (4) weeks paid vacation
Ten (10) years, but less than fifteen (15)	Five (5) weeks paid vacation
Fifteen (15) or more	Six (6) weeks paid vacation

Part time permanent, casual, or temporary employees shall receive vacation pay per the following schedule:

<b>SERVICE WITH VILLAGE</b>	<b>Vacation Pay Entitlement</b>
One (1) year, but less than five (5) years	4%
After Five (5) years	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.

Vacation days may be authorized to be rolled over into the following year solely at the CAO's discretion under certain circumstances; instances such as these will be addressed on a case-by-case basis.

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).

No Employees of the Village Office shall be allowed to take vacations within a period of one (1) week prior to a local civic election or three (3) days thereafter, nor shall any Employee with bookkeeping and accounting duties pertinent to the yearend audit take extended vacation time during December or in January up to the time when all records are complete in every detail. This time period shall not include waiting for the accountants to do the audit.



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If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule their vacation, the company 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.

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.

Vacation scheduling is the responsibility of department supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department/business unit.

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.