



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-001

Policy Title: Vacation Policy

Policy Objective: The purpose of this policy is to explain the standards, guidelines and procedures for paid vacation time for all staff members	
Authority: Council Resolution #204/18	Dated: August 13, 2018

Policy:

1. This policy applies to all employees of the municipality, excluding those of the bargaining unit.
2. Vacation pay does not apply to contract workers.
3. All employees are expected to use their allotted vacation time in full every year. For extenuating circumstances where the employee is unable to use the full allotted amount, then an application in writing must be made to council for suitable arrangements.
4. All full time employees will bank their first year of vacation time entitled to them.
5. Part time/Seasonal employees will be paid their vacation time at each pay period.
6. Annual vacations to be governed by Provincial Labour Laws with the following enhancements:

<u>YEARS OF SERVICE</u>	<u>TIME ALLOWED</u>
One (1) year, but less than ten (10) years	3 weeks paid vacation = 120 hours
Ten (10) years, but less than Fifteen (15) years	4 weeks paid vacation = 160 hours
Fifteen (15) years, but less than Twenty (20) years	5 weeks paid vacation = 200 hours
Twenty (20) or more years	6 weeks paid vacation = 240 hours

7. The above annual entitlements shall apply unless superseded by an employment contract.
8. The RM of Meadow Lake #588 reserves the right to schedule vacations for employees if vacation time has not been taken or applied for on or before October 31st of the year they are due.
9. Vacation scheduling is to be approved by the Administrator who will ensure that all employees are given their full vacation time taking into consideration departmental needs.
10. Vacation time being banked will show on the individuals Pay stub each pay period. The accumulate amount owing will be recorded as an Account Payable and amended at the end of each year during the employees time with the Municipality.
 - a. The amount of time shown will be recorded in hours.
11. That all vacation accrued cannot accumulate to more than the value of 1 year vacation hours per employee.
12. Maximum number of days that an employee can carry over into the new fiscal year is 5 days (40 hours) for Management and out of scope personnel except for extenuating circumstances at which Council will review the request. And that the RM shall require the necessary accumulated vacation hours to be used before December 31 of the fiscal year.