



## Rural Municipality of Corman Park No. 344 Policy

Policy # HR-010

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:** (Bylaw#, Resolution date/#)  
Council Resolution: February 19, 2013

### Policy:

This policy applies to all employees of the municipality, including those of the bargaining unit if the provisions of the policy are more favourable than those in the collective agreement. Vacation pay does not apply to contract workers unless the contract is an employment contract, in which case the provisions of this policy would apply.

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 Rural Municipality of Corman Park staff.

1. Employees (including probationary employees) with less than one year of service will be granted paid vacation at the rate of 3/52 of earnings (labour standards).
2. Annual vacations to be governed by Provincial Labour Laws with the following enhancements:

| YEARS OF SERVICE  | TIME ALLOWED          |
|---|-----------------------|
| One (1) year, but less than nine (9) years              | 3 weeks paid vacation |
| Nine (9) years, but less than twenty(20) years          | 4 weeks paid vacation |
| Twenty (20) years, but less than twenty five (25) years | 5 weeks paid vacation |
| Twenty five (25) or more years                          | 6 weeks paid vacation |



3. The above annual entitlements shall apply unless superseded by an employment contract.
4. For recruitment purposes, an employee, at the discretion of the Administrator, may enter an employment contract that specifies annual entitlement other than 3 weeks (3/52). In those cases, an additional week (1/52) of entitlement would be added for each 8 years of service to the maximum of 6 weeks (6/52).
5. Part-time, casual or temporary employees shall receive vacation pay at the rate of 0.577 percent (3/52) of their earnings paid out on each pay period.
6. If an employee is provided paid vacation beyond their current entitlement this unearned vacation will be deducted from the subsequent years vacation allotment and if the employee leaves the Municipality for any reason before such time is earned, the Municipality will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed.
7. Paid vacation time granted to an employee must be used in its totality within the fiscal year; however, vacation days may be authorized to be rolled over into the following year at the Administrators discretion under certain circumstances. These instances will be addressed on a case by case basis.
8. The RM of Corman Park reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year end.
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. Employees are required to submit in writing notification of their intent to take vacation time. Time off during peak vacation seasons (e.g. Easter, summer, Christmas) should be submitted a minimum of four weeks in advance and will be granted as departmental scheduling permits.