



## Human Resources

<b>Title: Vacation Day, EDO and Sick Day Accrual Maximums.</b>	<b>Policy Number: HR-001</b>
<b>Authority:</b> Resolution 2025-04-053 – April 29, 2025 Council Minutes	

### **Purpose:**

This Policy establishes the maximum accrual limits for vacation, earned days off (EDO), and sick days to ensure effective management of employees while supporting operational needs.

### **Scope:**

This policy applies to all eligible non-unionized employees across the organization, unless otherwise defined below. This Policy supports employment contracts.

The implementation of the Policy has been delegated to the Chief Administrative Officer.

### **Vacation Leave:**

Employees are entitled to accrue vacation leave up to a maximum of thirty (30) days. The provisions of vacation leave are based on years of experience, position hierarchy, employee rights and municipal comparators.

### **Earned Days Off (EDO):**

Employees may accrue a maximum of seventeen (17) days of EDO per calendar year. This policy applies to all non-unionized and non-managerial employees of the organizations. There is no provision for any unused EDO to be paid out at the end of employment or carried forward to future years.

### **Sick Days:**

The maximum accrual for sick days is twenty-two (22) days. The maximum accrued sick days per year are seven (7) days. Once the limit of is reached, employees will no longer accrue additional sick days until some are used. There is no provision for any unused sick days to be paid out at the end of employment.

### **General Provisions:**

- **Agility to policy management:** Quickly adapting and updating organizational policies to respond to changing regulations, market conditions, and internal needs, ensuring compliance and operational efficiency without disrupting business continuity.
- **Keeping with industry standards:** Consistently aligning processes, products, and services with the latest industry benchmarks and best practices to maintain Competitiveness, quality assurance, and regulatory compliance in a dynamic market environment.

- **Working towards talent retention strategies:** Developing and implementing initiatives such as career development, employee engagement, competitive compensation, and positive workplace culture to reduce turnover and retain high-performing talent long-term.

**Review Date:** Reviewed every three (3) year or as required.



Kerry Hilts, Chief Administrative Officer



