



LAC LA BICHE COUNTY PROCEDURE

TITLE: VACATION STANDARD OPERATING PROCEDURE PROCEDURE NO: CS-03-016-15
 SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE: AUGUST 22, 2017

1.0 General Guidelines

This SOP applies to all regular full-time and part-time employees and employees who are appointed to term positions of one year plus one day. Contract workers, freelance agents, casual labour, summer students, interns, and other temporary employees are not entitled to paid vacation time.

All employees are encouraged to use their allotted vacation time in full every year. The following statements are intended to guide paid vacation procedures for staff.

Completed Years of Continuous Service as a Permanent Employee OR Equivalent Hours Worked	Days of Vacation	Payout Percent
Up to 1 year	1.25 days/month	6%/year
1 year to 5 years	15 days/year	6%/year
6 years to 10 years	20 days/year	8%/year
11 years to 15 years	25 days/year	10%/year
16 years or more	30 days/year	12%/year

Term employees whose contract is less than one year, seasonal employees, and casual employees shall receive vacation pay at the rate of six (6) percent of their earnings for the vacation year.

An employee's vacation entitlement or payment commences on the employees date of hire.

Employees must take a minimum of two weeks' vacation per year and may carry over balance of vacation to a maximum of six weeks at year end. Any excess of this limit will be paid out, in cash, at the rate it was earned.

Situations may arise where an employee requests to use unearned vacation. These requests will be addressed using the two-up approval process on a case-by-case basis to a maximum of two days.

The County reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.

The County reserves the right to schedule mandatory vacation days for employees as a means of cost-cutting as necessary. These days will count against accrued vacation days.

2.0 Roles and Responsibilities

Vacation scheduling is the responsibility of department managers or supervisors who will ensure that all employees are given their full vacation entitlement while taking into account the efficiency of the department. It is the responsibility of the Supervisor or Senior Manager as appropriate to arrange for back-up in cases where employees take leave of any sort and where temporary replacements are required.

Employees are required to submit, in writing, notification of their intent to take vacation time at least two (2) weeks in advance. Time off requests during peak vacation seasons (e.g. summer, spring break, Christmas, etc.) must be submitted at least four (4) weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Failure to provide notice outlined above may result in the vacation request being denied.

Any conflict in vacation requests between employees will be decided based on employee seniority, County needs, and the good judgment of the supervisor/manager.

If an employee's services are terminated, compensation will be paid in lieu of vacation time earned but not taken, according to applicable federal or provincial legislation.

Employees are not entitled to accrued vacation during periods of leave without pay.

If a statutory holiday occurs during an employee's vacation period, the holiday will not count towards the employee's used vacation time.

A brief illness that occurs during a vacation period may not be counted towards sick pay. Illnesses lasting more than 3 days while on vacation leave, and are supported by a doctor's note, can be counted towards General Illness Leave.

If an employee is absent due to Maternity Leave, they will continue to accrue vacation time only during the time they are on the 15-week SUB plan; vacation pay is not accrued during the unpaid 37 week Parental Leave.

When an employee believes that he/she should not/cannot travel into work because of inclement weather, the employee can use previously accrued vacation time or banked overtime per occurrence, at the discretion of the Supervisor or Senior Manager as appropriate.

"Original Signed"
Chief Administrative Officer

October 4, 2017