

TOWN OF STETTLER

Prepared By: Department Heads Number: II-7(b)
Adopted By: Town of Stettler Council Original Policy: 1986 06 03
Previous Policy: 1997 01 01
Current Policy: 2003 01 01
(in house)

Title: **Vacation Allowance**

Purpose: To establish vacation allowance guidelines for the Town of Stettler non-union employees.

Policy Statement: Holidays shall not unduly interfere with the work requirements, which are first and foremost. The Town Manager in his approval of the vacation year holiday schedule shall require each Department Head's assurance of adequate staffing within their area of responsibility.

Vacation allowance earned to April 30th, shall be taken by April 30th of the following year except when prior approval of the Town Manager is granted to carry the allowance forward for special circumstances.

Vacation leave shall be scheduled and allotted based on the following order of priority:

1. Level of supervisory position.
2. Seniority based on length of service.

Following the scheduling of holidays, a request for change shall be granted only where that change has no effect on the schedule of another employee.

Advance vacation may be taken with special permission and shall be subtracted from the employees' future entitlements.

Employees shall take their holidays in the following manner:

1. One continuous period.
2. In separate periods of not less than five (5) consecutive days.

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3. A maximum of five (5) single work days off.
4. Employees shall not take less than one (1) day vacation.
5. A statutory holiday that falls during an employees' annual vacation may be added to the end of the vacation allowance or taken at another time.

A permanent employee shall receive an annual vacation with pay in accordance with their years of employment as follows:

After one (1) year of service	ten (10) working days
After three (3) years of service	fifteen (15) working days
After seven (7) years of service	twenty (20) working days
After fourteen (14) years of service	twenty-five (25) working days
After twenty-two (22) years of service	thirty (30) working days

Vacation entitlement shall not accrue during periods of unpaid leave.

All other employees shall be paid vacation pay in accordance with the Employment Standards Code.

A standard vacation period of May 1 to April 30th shall be used to calculate vacation entitlements in each calendar year and employee anniversary dates shall be utilized to calculate increased vacation day allotments as seniority changes.

No employee shall be required to work during their scheduled vacation. However, should an employee agree to work when requested during their scheduled vacation, the employee shall be paid double the regular rate of pay. In addition the employee shall be granted additional days with pay to make up for lost vacation time.