



# CITY OF CORNER BROOK

## Policy Statement

<b>Index</b>	Human Resources		<b>Section</b>	Vacations, Holidays, Employee Leave, and Education		
<b>Title</b>	Annual Leave for Full Time Mgmt/Non-Union Staff		<b>Policy Number</b>	10-01-10	<b>Authority</b>	Council
<b>Approval Date</b>	21 Aug 06	<b>Effective Date</b>	21 Aug 06	<b>Revision Date</b>		

### ***Purpose:***

The purpose of this procedure is to state the City of Corner Brook's annual leave policy for full time management/non-unionized staff and to establish the employee's responsibility for requesting vacation time and the Supervisor's responsibility for approving vacation requests.

### ***Policy Statement:***

The City of Corner Brook has established a procedure for requesting and approving annual leave for management/non-unionized employees.

### ***Reference:***

Approved: CC06-159 (21 August 2006)  
CPS06-43 (22 June 2006)  
CPS06-41 (d) (8 June 2006)  
CC97-151 (9 July 1997)  
P-294 (23 July 1987) - MMA Policy  
P-149 (April 1988)  
CC-496 (10 August 1979)  
P-79-17 (11 September 1979)  
This policy supercedes 10-01-02 Non-Union Salaried Staff Vacation

### ***Detailed Action Required:***

#### **A. LENGTH OF VACATION**

Years of Service	Vacation Allotment
<5 years	3 weeks
5 - 9 years	4 weeks
10 - 19 years	5 weeks
>20 years	6 weeks

Persons hired at anytime throughout the calendar year will receive annual vacation for that year on a pro-rated basis. For example, if a new employee is hired on June 1st, he/she will be entitled to 7/12th of his/her vacation entitlement. If a new employee begins employment with the City on October 1st, he/she will receive 3/12th of his/her vacation entitlement. When January 1st rolls around, he/she will be recorded with his/her full year of entitlement.

- B. The Chief Administrative Officer and each of the Directors are entitled to vacation leave as per their employment contract. However, in the absence of a contract, the CAO and Directors will receive a minimum of four (4) weeks of vacation per year, regardless of their years of service, or as allotted in 'A' above, whichever is greater.
- C. Part time, casual and relief staff shall be paid 4% vacation pay in lieu of vacation.
- D. In addition to regular vacation, all management/non-unionized employees are entitled to five floating holidays in lieu of working on Discovery Day, St. Patrick's Day, Orangemen's Day, St. George's Day and Easter Monday.

#### GENERAL REGULATIONS

The following regulations govern vacations for all management/non-unionized staff:

- A. The vacation year coincides with the calendar year (1 January to 31 December).
- B. Each Director is responsible for authorizing the vacations of employees under his/her jurisdiction. This responsibility can be delegated to other levels of management as required. He/she must maintain a departmental record of vacations scheduled and taken in each year.
- C. Vacation schedules must be prepared by each department as early in the year as possible, but not later than 30 April.
- D. Prior to 31 January of each year, the Human Resources office will supply each Director with a listing of vacations to which his/her employees are entitled.
- E. Prior to going on vacation, each employee must complete a Leave of Absence form which must be approved by his/her Manager and submitted to the Human Resources Division (approval conditional upon sufficient notice and replacement staff).

#### DEFERMENT AND ACCUMULATION

- A. When an employee is required by the City to forgo vacation as a result of work pressure, it is the responsibility of the Director concerned to see that such a fact is communicated in writing to the Human Resources office for recording in the employee's Personnel file.
- B. Deferment of vacation shall not be extended beyond 31 May of the following year. Vacations not taken within the vacation year (except where deferment is requested) shall be scheduled for use by and approved by the Director as soon as is reasonably possible.
- C. Sick Leave or Compassionate Leave, while on vacation, is permitted in special circumstances without necessarily requiring a reduction in vacation entitlement; but, all such special arrangements and the period of such leave must be referred to the Director for approval.
- D. When a recognized statutory holiday or holidays fall within the vacation period, such time is not to be counted as vacation. In such circumstances, the Director/Manager will either extend the vacation period by an equal number of days, if convenient, or arrange equivalent time off at a later date.

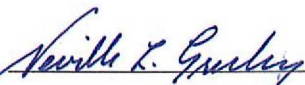
#### TERMINATION OF EMPLOYMENT

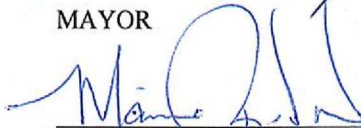


It is understood that the vacation entitlement at the beginning of each year is based on the assumption that the employee will remain employed with the City for the entire year.

- A. However, if an employee departs from the City without completing a full year of service and has taken all of the vacation entitlement for that full year, that employee will be required to pay back to the City the advanced vacation on a pro-rated basis. For example, an employee starts work with the City on January 1st and is entitled to 3 weeks of annual leave for the year. The person takes the 3 weeks of vacation in June and then leaves the City at the end of July. That person would only be entitled to 7/12th of vacation (January to July) and will have to pay back to the City 5/12th of vacation (August to December) as he/she did not complete the full year.
- B. If an employee leaves employment with the City sometime during the year without using vacation, that person will receive payment for the vacation accrued while employed, but will not receive the full year's entitlement. Thus, the person who comes to work on January 1st and leaves Sept 31st without using any vacation will receive payment for 9/12 of vacation.
- C. Floaters are credited and taken in the year in which they occur (e.g., Discovery Day 2005 is taken during the 2005 vacation year). With respect to the 5 floating days, if an employee leaves employment with the City before the end of the year, he/she will be entitled to that year's floaters which have passed while employed but will not be entitled to the floater days yet to take place during which time the employee will no longer be working.
- D. Employees retiring at the normal retirement age of 65 years shall be entitled to vacation in an amount equal to that which he/she would have received had he/she worked to the end of the calendar year.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the City of Corner Brook.

  
MAYOR

  
CITY CLERK

