



CITY OF CORNER BROOK

Policy & Procedure

Index	Human Resources	Section	Annual Leave, Employee Leave, and Education		
Title	Annual Leave for Full-Time Management/Non-Union Staff	Policy Number	10-01-10	Authority	Council
Approval Date	Aug 21, 2006	Effective Date	July 21, 2025	Revision Date	July 21, 2025

Purpose:

The City of Corner Brook recognizes the benefits of providing employees with time away from work to help employees recharge and maintain their well-being. Providing paid vacation leave ensures salary continuance so employees can take time off from their job for vacation purposes.

Policy Statement:

This policy outlines how annual leave is requested, scheduled, and managed for management and non-unionized employees.

A. Vacation Entitlement

Years of Service	Vacation Entitlement
Less than 5 years	3 weeks
5 – 9 years	4 weeks
10 – 19 years	5 weeks
20 years or more	6 weeks

Employees hired mid-year will receive a prorated vacation amount based on their start date. For example, an employee starting on June 1st would receive 7/12 of their annual vacation allotment. On January 1st of the following year, full entitlement is granted.

B. Floating Holidays

Management and non-unionized employees are granted five floating holidays annually in lieu of working on June Holiday, St. Patrick's Day, Orangemen's Day, St. George's Day, and Easter Monday.

C. City Manager/CAO and Directors

Vacation entitlement for the City Manager/CAO and Directors will commence at 4 weeks. This group will receive an additional week of vacation at each year of service milestone as per the chart below.

Years of Service	Vacation Entitlement	Floater Days	Total Entitlement
Less than 5	4 weeks	5 days	25 days
5 – 9 years	5 weeks	5 days	30 days
10 – 19 years	6 weeks	5 days	35 days
20 + years	7 weeks	5 days	40 days

General Regulations

- The vacation year runs from January 1 to December 31.
- Managers are responsible for coordinating and recording vacation schedules for their teams.
- Departments should finalize vacation schedules as early as possible, but no later than April 30.
- By January 31, Human Resources will provide each Director and Manager with a list of employee vacation entitlements.
- Employees must submit all vacation time requests through the time tracking system well in advance of the vacation taking place.

Deferment and Accumulation

- If operational needs prevent an employee from taking vacation, a deferment must be requested in writing and approved by the Director responsible.
- Deferred vacation must be taken by May 31 of the following year.
- In special cases, sick or compassionate leave may be granted without affecting vacation balances, subject to the approval by the Director.
- If a statutory holiday falls during a vacation period, it is not deducted from vacation. Additional time off will be granted as appropriate.

Termination of Employment

Vacation entitlements are based on the assumption of employment though the full calendar year.

If an employee leaves early:

- And has taken their full year's vacation, repayment on a pro-rated basis is required.
- If vacation wasn't used, payment would be provided for the time earned.

Floating holidays:

- Employees are eligible only for floating holidays that occur during their period of employment.

Upon Retirement at age 65

- The employee is entitled to vacation equivalent to what would have been earned by year-end.

Reference:

CC97-151 (9 July 1997)

25-107 (July 21, 2025)

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

Mayor

City Clerk