



# CITY OF CORNER BROOK

## Policy & Procedure

<b>Index</b>	Human Resources	<b>Section</b>	Annual Leave, Employee Leave, and Education			
<b>Title</b>	Annual Leave for Full-Time Management/Non-Union Staff	<b>Policy Number</b>	10-01-10	<b>Authority</b>	Council	
<b>Approval Date</b>	Aug 21, 2006	<b>Effective Date</b>	July 21, 2025	<b>Revision Date</b>	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 1<sup>st</sup> would receive 7/12 of their annual vacation allotment. On January 1<sup>st</sup> 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.

<b>Years of Service</b>	<b>Vacation Entitlement</b>	<b>Floater Days</b>	<b>Total Entitlement</b>
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 through 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:***

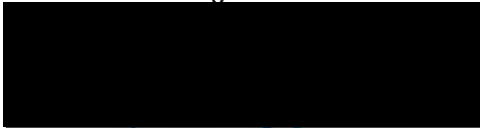
CC97-151 (9 July 1997)

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

