



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Vacation Policy	HR-002	078/22	March 29/2022	1	NO

Policy Objective:

The purpose of this policy is to explain the standards, guidelines and procedures for paid vacation time for all staff members

Policy:

1. This policy applies to all employees of the Town of Blaine Lake
2. Vacation days does not apply to contract workers.
3. Vacation days is accumulated only while an employee is present and working.
4. All employees are expected to use their allotted vacation time in full every year. For extenuating circumstances where the employee is unable to use the full allotted amount, then an application in writing must be made to council for suitable arrangements.
 - a. Written request must be made prior to the November Council meeting.
5. All full-time employees may bank their first year of vacation time entitled to them.
6. Annual vacations to be governed by Provincial Labour Laws with the following enhancements:

<u>YEARS OF SERVICE</u>	<u>TIME ALLOWED</u>
One (1) year, but less than ten (10) years	3 weeks vacation (15 day) = 120 hours
Ten (10) years, but less than Fifteen (15) years	4 weeks vacation (20 days) = 160 hours


*Calculated days to hours = 8 hour days

7. The above annual entitlements shall apply unless superseded by an employment contract.
8. Employees must notify Council and the CAO to obtain approval prior to taking vacation.
 - a. The Municipality reserves the right to schedule vacations for employees if vacation time has not been taken or applied for on or before October 31st of the year they are due.
9. Vacation scheduling is to be approved by the CAO who will ensure that all employees are given their full vacation time taking into consideration departmental needs.
10. Vacation earnings being banked will show on the individuals Pay stub each pay period. The accumulate amount owing will be recorded as an Account Payable and amended at the end of each year during the employee's time with the Municipality.
 - a. The amount of time shown will be recorded in hours.
11. Maximum number of hours that an employee can carry over into the new fiscal year is 40 hours except for extenuating circumstances at which Council will review the request. And that the Town shall require the necessary accumulated vacation hours to be used before December 31 of the fiscal year.
12. Part time/Seasonal employees will be paid their vacation earnings at each pay period.

HR-002

TOWN OF BLAINE LAKE

Policy Title: Vacation Policy
 Date Issued: March 30, 2022 Res # 078/22
 Replaced – Res # N/A


 Mayor

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