

E-04 Vacation

Department: **Administration**

Policy #: **E-04** **Any Associated By-Law(s): 99/02**

Policy Name: **Vacation**

Date: April 1, 2014 **Rev. Date: Dec.11, 2025** **Coverage: All Employees**

Policy Statement:

The Township of North Kawartha supports the important role that vacation time-off plays in promoting staff wellbeing. Vacation time should be used in the year that it is earned. Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Department.

Vacation Year

The vacation year follows the calendar year (January 1st to December 31st). All vacation time should be used by December 31st of each year.

Vacation allowance factor is calculated based on the completed years of continuous service as of January 1st each year. Contract/casual employees will accrue vacation based on provincial legislation (per Employment Standards). Management will approve and establish a vacation schedule consistent with the efficient operation of the business taking into account customer and operational needs.

Vacation time off and vacation pay are not cumulative. Employees must take their allowable vacation time each year. In the case of termination, accumulated vacation dollars for that year will be paid at the time of termination.

Reporting Vacation Time Off

Employees are responsible to ensure that vacation time off is accurately reported and submitted to Payroll.

Sickness Before and During Vacation

If an Employee is, or becomes ill, before their vacation and is unable to take the vacation, the vacation may be re-scheduled for a later date.

If an employee is, or becomes sick, during their vacation, the vacation is considered to

have been taken as scheduled. If an employee is unable to return to work on the scheduled date due to illness, the absence is considered a sick leave commencing on the date the vacation expired.

Vacation Benefits / Sickness Leaves / Leaves of Absence

Employees who have been absent due to illness (including Short or Long-Term Disability) or another approved absence will receive a pro-rated vacation allowance when the leave exceeds 30 days. If the employee is off work for less than 15 continuous working days they will not lose earned vacation (for vacation pay purposes) for that month.

An employee who is off work due to Long Term Disability, or Maternity/Parental leave will not have an interruption of continuous service, as required by legislation. However, vacation pay is based on earnings, and as such vacation pay cannot be accrued during an LTD leave.

Vacation Payment

Vacation Pay is processed when an employee takes their scheduled vacation. Vacation pay will be processed on the regular payroll cycle and based on information received by Payroll. Vacation pay is deducted from the employee's accrued vacation which may appear on their pay statement. Vacation pay for part-time, casual, contract and student employees is in accordance with the Employment Standards Act.

Procedure:

1. The following schedule is used to calculate vacations for full-time employees:
 - a. prior to an employee completing one (1) full year of employment, vacation entitlement is pro-rated on monthly calculation from date of hire, ~~ten (10)~~ fifteen (15) working days of vacation;
 - b. beginning January 1st of the vacation year during which the employee will complete one (1) full year of employment, he/she is credited with ~~ten (10)~~ fifteen (15) working days of vacation;
 - c. ~~beginning January 1st of the vacation year during which the employee will complete three (3) years of employment, he/she is credited with fifteen (15) working days of vacation leave pro-rated on monthly calculation from date of hire;~~
 - d. beginning January 1st of the vacation year during which the employee will complete ~~ten (10)~~ eight (8) years of employment, he/she is credited with twenty (20) working days of vacation leave pro-rated on monthly calculation from date of hire;
 - e. beginning January 1st of the vacation year during which the employee will complete fifteen (15) years of employment, he/she is credited with twenty- five (25) working days of vacation leave pro-rated on monthly calculation from date of hire;

- f. beginning January 1st of the vacation year during which the employee will complete ~~Twenty-four (24)~~ **Twenty (20)** years of employment, he/she is credited with thirty (30) working days of vacation leave pro-rated on monthly calculation from date of hire.
 - g. upon termination of employment or if an employee transfers to part-time employment, he/she is paid the pro-rated monthly portion of unused vacation that was credited on January 1st. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1st.
2. In the case of a newly recruited employee with significant relevant experience, the Chief Administrative Officer in consultation with the ~~Department Head~~ **Manager** under whose jurisdiction the recruited position falls has the discretion to adjust the starting vacation entitlement. The adjustment may be up to the maximum that the new recruit would have earned if he/she acquired all directly related experience as a Township of North Kawartha employee.
3. For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee.
4. Vacation requests shall be filed with the ~~Chief Administrative Officer~~ **Manager** who will then approve or deny the request. Any vacation requests submitted by January 30th will be given first consideration by the ~~Chief Administrative Officer~~ **Manager**. **Managers may reserve the right to evaluate all vacation requests to review requests for the same time period to ensure a balanced approach to vacation approvals. The Chief Administrative Officer will approve or deny requests from the Managers. The Chief Administrative Officer has final authority for approval of all vacation requests.**
5. Vacation requests submitted after January 30th will be given consideration once the earlier requests have been approved.
6. Any requests for carrying unused vacation entitlement into the employee's next vacation year will be considered **by the Chief Administrative Officer**. All vacation must be used in the year earned.
7. Seventy-five percent of Vacation, including Management time in lieu must be used by November 1st of the year earned, unless alternate arrangements approved by the Chief Administrative Officer, with the remainder to be used by December 31st of the current year. In the event that vacation entitlement for the current year is not used by the terms noted above the Department Head or Chief Administrative Officer will schedule time off on behalf of the employee.
9. While on active payroll, employees are not permitted to take cash in lieu of vacation except upon termination of employment.
10. Bereavement Leave may be substituted for vacation leave where the employee can

establish, a death covered under the policy occurred while on vacation.

11. Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or while on long-term disability.
12. Accrued Vacation credits may be transferred to sick leave benefits in the event of short term disability upon written request.