

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Shannon Hunter, Chief Administrative Officer
Date: August 11, 2026
Subject: Vacation Policy, Flexible Work Arrangement Policy and Acting Pay

Recommendation:

That Council approve the Vacation Policy, Flexible Work Arrangement Policy and Acting Pay Policy as presented.

Background:

The Comprehensive Employee Survey and Organizational Review Implementation Plan provide directions to staff to review and update the Township's human resources policies and procedures.

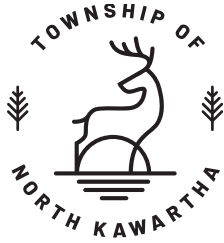
Analysis:

It is staff's intention to firstly bring forward all policies that require updates to conform with current legislation and/or align with current procedures. Attached please find an updated vacation policy, updated flexible work arrangement policy and updated acting pay policy.

Changes to the vacation policy are administrative in nature and reflect procedures that are currently being followed. Changes include payout procedures in the event of termination, sickness or leave. Another change includes process to encourage vacation use by December 31st of the year incurred and process if unobtainable.

The revised flexible work arrangement takes into account E14 Flex Time Policy and the compressed work week pilot program. The attached policy incorporates processes currently in place and includes a provision that all requests must be reviewed annually utilizing guiding principles.

The revised acting pay policy takes into account B-10 Acting Pay Policy and directives that have been provided by Council on an individual basis.



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Financial Implications:

Nil

Strategic and/or Other Plans:

Maintain a strong, accountable, Municipal Government

Consultant(s) Sourced: Nil

Attachment:

Vacation Policy

Flexible Work Arrangement Policy

Acting Pay