

<b>Vacation Policy</b>	<b>Policy No. 6.5</b>
<b><u>Date of Policy:</u></b> May 14, 2018	<b><u>Revision:</u></b> March 11, 2019
<b><u>Motion Number:</u></b> 2018-278	March 9, 2020
2019-149	August 10, 2020
2020-155	February 8, 2021
2020-372	
2021-075	

**Scope**

This policy applies to all permanent employees of the Town of Nipawin.

**Purpose**

The purpose of this policy is to provide direction regarding vacation time usage for all permanent Town of Nipawin employees.

The calendar year for vacation accumulation shall mean the twelve (12) month period from January 1<sup>st</sup> to December 31<sup>st</sup> to coincide with the employer’s fiscal year. Accrual of service commences on the first day of employment as a permanent employee.

**Length of Vacation**

Vacation time earned shall be as follows:

- After four (4) years of service: 4 weeks
- After fourteen (14) years of service: 5 weeks

All other: in accordance with Saskatchewan Labour Standards. Individual circumstances may be negotiated with Council.

**All existing employees as of May 14, 2018** may utilize vacation time in advance of earning them with the understanding that, upon termination of employment, the value of any unearned vacation credits taken will be reimbursed to the employer. Employees may utilize in advance of vacation entitlement only the amount of vacation which would be earned to December 31<sup>st</sup> of the current calendar year. Prior to using unearned vacation time, permission must first be obtained from the employee’s supervisor **and** the Chief Financial Officer **or** the Chief Administrative Officer.

Existing employees may carry over five (5) days of vacation time at the end of each year.

**Existing** employees shall have to December 31, 2021 to use accrued vacation days in excess of five (5) days.

**All new employees may use vacation time as it is earned and may carry over one year plus five (5) days of vacation time at the end of the year.**

Employees wishing to defer a portion of their vacation beyond the approved five (5) days **must apply to the Chief Administrative Officer for approval in writing prior to October 30<sup>th</sup>** in each calendar year. Approval in this matter remains the sole discretion of the Chief Administrative Officer.

Employees shall submit a request for vacation dates to be approved by the Department Head. The Department Head shall consider each request in accordance with departmental requirements and shall not withhold approval arbitrarily. If an agreement cannot be reached, the employer will schedule the employee's annual vacation by providing the employee with written notice of at least four (4) weeks before the employee's vacation must begin.

In the event of death of an employee, any vacation entitlement due to the employee shall be paid to the estate.