

**Vacation Policy****Policy No. 6.5.0****Date of Policy:** May 14, 2018**Revision:****Motion Number:** 2018-278**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.

**All existing employees as of the date of adoption of this policy** may utilize vacation credits 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 Director of Finance and Administration **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, 2020 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 and the Department Head should negotiate when annual vacation will be taken. If no agreement is reached, the employer will schedule the employee's annual vacation by giving the employee a written notice of at least four (4) weeks before the employee's vacation must begin.

Any employee with over 40 days of unused earned vacation time as of June 1, 2018 shall be paid out the days *in excess* of 40 days. This shall be a one-time pay-out and all employees shall be obliged to adhere to the provisions of this policy thereafter.

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