



## Employee Vacation

Prepared By:	Human Resources	Council Approval Date:	March 22, 2016
Effective Date:	March 22, 2016		
References:	Employee Vacation Procedures C-HR11-P1 Employment Standards	Previous Revision Date:	March 15, 2011 (A-HR11) July 1, 2007 (HR 011)
Function:		LAS Review Date:	March 2, 2016

**PURPOSE**

This policy establishes vacation entitlements for Parkland County non-union employees.

**POLICY STATEMENT**

Parkland County recognizes that employees are entitled to a vacation leave in recognition of service performed. It is intended to provide employees with time off for rest, relaxation, a change of activity, and attendance to personal matters. Vacation leave enables employees to renew themselves for further service with the County. Accordingly, it is expected that employees will take vacation leave on at least an annual basis except in extenuating circumstances.

**DEFINITIONS**

1. "Vacation Anniversary Date" means the date that an employee commences continuous permanent employment with the County which is used to determine Vacation Entitlement.
2. "Vacation Bank" means the total number of Vacation Credits/hours accrued for Vacation Leave.
3. "Vacation Credits" means vacation hours that accrue during active employment.
4. "Vacation Entitlement" means the level at which an employee is earning Vacation Credits or Vacation Pay; levels are based on Years of Continuous Service.
5. "Vacation Leave" means paid time off work that is granted for vacation based on the employee's earned Vacation Credits.
6. "Vacation Year" means the time from one Vacation Anniversary Date to the following year's Vacation Anniversary Date.
7. "Years of Service", for the purpose of determining Vacation Entitlement, means continuous permanent employment service that continues to accrue during active employment, sick leave, long term disability, maternity/parental leave, Workers Compensation leave, and approved unpaid leaves of thirty (30) days or less.

**SCOPE**

This policy applies to all non-union Parkland County employees.

## MANAGEMENT RESPONSIBILITIES

Human Resources are responsible for overseeing this policy, which includes ensuring employees are receiving Vacation Entitlement upon commencement of employment as specified in this policy.

Payroll is responsible for administering the Vacation Bank and ensuring that employees advance to the next level of Vacation Entitlement when they've obtained the required Years of Service.

## STANDARDS

### 1. Vacation Entitlement

- a. Permanent and Long Term Temporary full-time employees:

YEARS OF SERVICE	VACATION ENTITLEMENT/ RATE		
	Non-Management	Management *	ECC 12 hour shifts
Upon commencement of employment	15 days/year	20 days/year	9 shifts/year
Upon commencement of the fifth (5 <sup>th</sup> ) year	20 days/year	25 days/year	12 shifts/year
Upon commencement of the twelfth (12 <sup>th</sup> ) year	25 days/year	30 days/year	15 shifts/year
Upon commencement of the twentieth (20 <sup>th</sup> ) year	30 days/year	35 days/year	18 shifts/year

*\*Management refers to division general managers, Chief Financial Officer (CFO) and department managers only.*

- b. Casual and Short Term Temporary employees (less than 6 months): vacation pay is calculated as a percentage of wages as set out in Employment Standards and is calculated on regular hours only.

### 2. Years of Service / Vacation Anniversary Dates

- a. Casual and/or Temporary service is not recognized when determining Years of Service.
- b. Service for the purpose of Vacation Entitlement will not continue to accrue during unpaid leaves of absence which are greater than thirty (30) days, which will result in a change to the employee's Vacation Anniversary Date.

### 3. Vacation Accrual

- a. Vacation Credits are accrued on a pay period basis at the employee's Vacation Entitlement rate. For example, upon commencement of permanent full time employment a Non-Management employee, paid on a semi-monthly basis, would accrue the following:
  - I. You work 7 hrs/day, thus Vacation Credits accrued is 4.3750 hrs/semi-monthly pay period.
  - II. You work 8 hrs/day, thus Vacation Credits accrued is 5.0000 hrs/ semi-monthly pay period.
- b. Permanent part-time hourly staff will accrue Vacation Credits as a percentage of regular hours.
- c. On the Vacation Anniversary Date an employee will be allowed a maximum Vacation Bank equal to their annual Vacation Entitlement plus five (5) days or three (3) shifts for ECC.
- d. Any carryover of Vacation Credits exceeding the annual Vacation Entitlement plus five (5) days or three (3) shifts for ECC as established above, requires a recommendation by the Manager and approval by the General Manager/CFO.
- e. An employee must take at least three (3) weeks of the current Vacation Entitlement in the form of leave before any consideration will be given to a payment in lieu of vacation.

- f. Vacation Credits will stop accruing on the earlier of: (a) 30 days of an approved leave including paid sick leave and Workers Compensation leave, or (b) immediately for all unpaid leaves of absence including: maternity/parental leave (excluding the health-related portion of the maternity leave), long term disability, leaves without pay due to insufficient sick or vacation credits.
- g. In no circumstance will an employee be allowed to use Vacation Credits before they are earned.