



Policy Title: VACATION SCHEDULING POLICY

Policy #: HR 2020-08

Section: HUMAN RESOURCES

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| Initially Approved: | <u>New</u> |
| Last Reviewed: | <u>N/A</u> |
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| Next Review Scheduled: | <u>2021-03</u> |

PURPOSE:

The purpose of this policy is to guide the approval for vacation scheduling for all Village of Warfield employees, to ensure all employees take their entitled vacation and to limit the liability of the Village for accrued vacation expenses.

POLICY GOAL:

The goal of this policy is to provide employees with a clear understanding of the steps to be followed to use time off, to provide a fair process so that all employees are afforded the opportunity to schedule their preferred vacation periods, and to provide the Village with adequate notice to allow for efficient operational planning.

SCOPE:

This policy applies to all Village of Warfield union and management employees. Where there is an inconsistency between a collective agreement and this policy, the collective agreement shall prevail to the extent of the inconsistency.

POLICY REQUIREMENTS:

Vacation Entitlements

1. Annual vacation earned by employees covered under the CUPE Local 2087 and Village of Warfield Collective Agreement in effect at the time shall be as set out in Articles 11.07 through 11.09 Annual Vacations.
2. Annual vacation earned by non-union employees shall be as agreed by the employment contract in effect at the time between the employee and the Village of Warfield.

Vacation Scheduling

1. Whenever possible, vacations will be scheduled at mutually agreeable times. Responsibility for scheduling vacation rests with the Village Chief Administrative Officer or their designate who will strive to meet the individual needs of employees while minimizing impact on the provision of Village services. The Village reserves the right to approve vacation schedules consistent with the efficient delivery of services to the public.
2. The Village Chief Administrative Officer or their designate shall post a vacation request schedule on department bulletin boards by March 15 of each year. The schedule shall show each employee's name and vacation entitlement for the upcoming year to December 31, as well as space for the employee to indicate their preferred vacation dates.

3. Vacation periods shall not be scheduled in less than one-week allotments, unless approved otherwise by the Village Chief Administrative Officer or their designate; such approval not to be withheld unreasonably.
4. Employees shall complete the vacation request schedule by April 15.
5. Where two or more employees request the same vacation period and management determines operational requirements permit only one employee to take that vacation period, then the most senior employee shall have their choice of that period.
6. The Village Chief Administrative Officer or their designate shall confirm the requested vacation dates or discuss alternate dates with the employee by April 30.
7. A confirmed vacation schedule shall be posted on department bulletin boards by May 1.
8. Where requests are not made by the employee prior to April 15, subsequent requests will be considered in conjunction with the approved schedule.
9. Where an employee has received confirmation of scheduled annual vacation by the Village Chief Administrative Officer or their designate, and subsequently the employee is required to change such vacation period by the Village Chief Administrative Officer or their designate due to emergent operational conditions, a mutually agreed alternate vacation period shall be arranged.

Additional Vacation Considerations

1. Illness/Injury while on Vacation
 - a. Employees who become ill or injured while on vacation and who are hospitalized may, upon request, have their vacation suspended at the time of illness or injury. Proof of hospitalization and a medical confirmation may be required.
 - b. At the completion of the medical leave, the employee's remaining vacation will be rescheduled at a mutually agreed time.
2. Bereavement while on Vacation
 - a. If a death of a relative occurs (as defined under Article 9.04 Bereavement Leave in the CUPE Local 2087 and Village of Warfield Collective Agreement) while an employee is on vacation, the employee is entitled to reschedule vacation days equivalent to the number of days allowable under said Article 9.04.
 - b. Vacation rescheduled under this clause will be at a mutually agreed time.
3. Vacation Carry Over
 - a. An employee may request to carry forward their vacation credits for one year. Approval of such carry over will be at the discretion of the Village Chief Administrative Officer or their designate.
 - b. A request to carry forward vacation credits will be submitted to the Village Chief Administrative Officer or their designate including the following information:
 - i. Employee name
 - ii. Vacation accrual requested to be carried forward
 - iii. Reason for carry forward
 - iv. Expected date of vacation usage
 - c. Notification of any carry forward approval will be provided to the payroll department and the affected employee.

Related Policies, Bylaws or Legislation:

CUPE Local 2087 and Village of Warfield Collective Agreement, 2018-2021