

**CORPORATION OF THE VILLAGE OF BARNWELL
IN THE
PROVINCE OF ALBERTA**

POLICY 01-21

Vacation Policy

Purpose

The Village of Barnwell (hereinafter referred to as 'the Village') understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid vacation time for all staff members.

Scope

This policy applies to all permanent full-time and part time employees. Contract workers, casual labour, summer students, interns, and other temporary employees are not entitled to paid vacation time.

Policy Statement and Guidelines

Vacation Policy 04-15 is hereby rescinded.

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for Village of Barnwell staff.

Vacations must be taken sometime in the 12 months after the employee becomes entitled to the vacation. Vacations will normally be authorized in one week periods unless the employee requests to take their vacations in shorter periods. This is permissible so long as those periods are at least one day long.

1. Full-time permanent employees (including probationary employees) with less than one (1) year of service will be granted paid vacation at the rate of 0.75 days for each complete month of service.
2. Full-time permanent employees with one (1) or more years of service will be granted paid vacation according to the following schedule:

Service with the Village of Barnwell	Time Allowed
One (1) full year up to five (5) full years	Two (2) weeks paid vacation
Sixth (6 th) year up to ten (10) full years	Three (3) weeks paid vacation
Eleventh (11 th) year up to fifteen (15) full years	Four (4) weeks paid vacation
More than fifteen full (15) years	Six (6) weeks paid vacation

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3. Part time permanent employees will be granted paid vacation according to the above schedule with vacation pay calculated on the average of hours worked in the 4 weeks preceding the paid vacation time.

4. Casual or temporary employees shall receive vacation pay at the rate of four (4) percent of their earnings for the vacation year, following five years of service the entitlement increases to six (6) percent.

5. For vacation purposes, the reference year spans the Village of Barnwell's fiscal year, running from January 1st to December 31st. Vacation days earned by an employee during a reference year will be granted to the employee at the end of that reference year and will normally not be authorized prior to being earned.

6. If employment is terminated, all accrued, unused vacation leave that has been earned through the last day of active employment will be paid at the employee's base rate of pay at termination.

7. If an exception is made to authorize paid vacation prior to such time being earned and the employee discontinues their employment with the Village, for any reason, before such time is earned, the Village will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the Village.

8. If inadvertently an employee is provided paid vacation beyond their current entitlement this unearned vacation provided in error will be deducted from the subsequent year's vacation entitlement and if the employee leaves the Village for any reason before such time is earned the Village will deduct the vacation overpayment from any and all monies paid to the employee on their final pay until the overpayment has been reimbursed to the Village.

9. Village of Barnwell reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is utilized prior to year-end.

10. If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule their vacation, the Village may exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks' notice in writing of the start date of their vacation. The employee must take their vacation at that time.

11. In the spirit of fair and equitable treatment, new employees who begin service prior to the 16th day of a month will be granted credit for a full month of service.

12. Paid vacation time granted to an employee must be used in its totality within twelve (12) months after the end of the reference year in which it is earned.

13. The Village recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time as fully as possible during the year in which it is earned. In the event that accrued vacation time is not used by the end of the benefit year, Vacation days may be authorized to be carried over into the following year solely at the Village's Administrators discretion under certain circumstances; instances such as these will be addressed on a case-by case basis. If Carry-Over is granted, the employee is expected to use the Carry-Over as well as the full Entitlement in the subsequent calendar year. In the case of the Administrator, Carry-Over of vacation days must be authorized by Council.

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14. Unless a Carry-Over request has been approved, all remaining earned vacation pay subsequent to the end of the fiscal year (December 31) shall be paid out to the employee on the final pay period of the calendar year.
15. Employees are required to submit in writing notification of their intent to take vacation time at least two (2) weeks in advance.
16. Any conflict in vacation requests between employees will be decided based on employee seniority, the Village of Barnwell's needs, and the good judgment of the Village Administrator.
17. To ensure that the Village may continue to operate using optimal staffing levels, use of vacation time may be limited to a maximum of 2 weeks within a 2 month period.
18. If a statutory holiday occurs during an employee's vacation period, the employee is entitled to take off either the first scheduled working day after their vacation, or in agreement with the employer, another day before the next annual vacation (that would otherwise have been a work day for the employee).
19. All Village of Barnwell employees are required to sign the following Acknowledgement and Agreement.

Acknowledgement and Agreement

I, _____ (employee name), acknowledge that I have read and understand the Vacation Policy of the Village of Barnwell. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy.

Name: _____


Signature: _____

Date: _____

Witness: _____

	Date	<u>Resolution #</u>
Approved	November 18, 2021	RES 155/21
Amended		
Amended		


MAYOR


ADMINISTRATOR