



POLICY

Vacation Leave	
Policy Number 130-013	Supersedes Policy Number 6-40
Effective Date 2008-10-20	Approved by Council (Meeting Date) 2008-10-20

1.0 Purpose

It is the policy of the Town of Wolfville to establish a policy for providing annual vacation benefits for Town of Wolfville employees which shall include vacation time off or vacation payment compensation.

This policy will not apply to any employee with a current employment contract with the Town or any employee covered under a collective agreement unless the contract or agreement contains a direct reference to this policy.

2.0 Scope

This Policy is applicable to all employees of the Town of Wolfville.

3.0 References

- 3.1 Vacation Leave SOP 130-810

4.0 Definitions

Refer to Policy 130-006 Recruitment and Hiring Policy for Employee Classification definitions.

5.0 Policy

5.1 Specific Objectives

The objectives of this Policy are to:

- a) determine the vacation entitlements of employees based on years of service with the Town of Wolfville;
- b) define how and when vacation entitlements are calculated and awarded; and
- c) outline public holidays which the Town of Wolfville will generally be closed to the public.



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5.2 General Provisions

5.2.1 Vacation Entitlements

- a) The Town of Wolfville vacation year begins April 1st and ends March 31st of the following year. Term and contract employees shall have vacation entitlements outlined in their employment letter from existing policy entitlements. Full-time employees are granted vacation with pay in accordance with years of completed service as follows:
- Ten (10) days at commencement of employment (less than one year of service to March 31 will be prorated based on this entitlement);
 - Fifteen (15) days commencing with the month in which the employee's third (3) year anniversary of continuous employment occurs;
 - Twenty (20) days commencing with the month in which the employee's tenth (10) year anniversary of continuous employment occurs.
 - Twenty-five (25) days commencing with the month in which the employee's nineteenth (19) year anniversary of continuous employment occurs.
- b) Permanent part-time and permanent seasonal employees shall be granted vacation with pay on a pro-rata basis.
- c) Casual, seasonal, part-time and temporary employees shall be paid vacation pay on a pro-rata basis but shall not take vacation time off. Payment will be in that amount of 4% of gross pay earned in any given pay period and added to each pay cheque or direct deposit. Employees who fall under these classifications may, subject to Department Head approval and operational requirements, take unpaid leave during their employment.
- d) The Chief Administrative Officer is authorized to amend the vacation policy under special circumstances.

5.2.2 Public Holidays

- a) Holidays shall be granted to full-time employees for each of the following:
- New Year's Day
 - Good Friday
 - Floating Holiday
(in lieu of Easter Monday)
 - Victoria Day
 - Canada Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day



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... and any other day legally proclaimed as a holiday by the Federal, Provincial or Municipal (Town) Government. The holiday shall be observed on the day in which it falls unless the Holiday falls on a weekend, in which case an alternate day will be designated.

- b) Only employees who are actively working are entitled to be paid for holidays. Employees on Workers Compensation and unpaid leaves of absence shall not be paid for holidays. If an employee is sick on a holiday, the employee shall be paid for the holiday but no sick pay shall be deducted.

A handwritten signature in blue ink, appearing to read 'M. Bruden', written over a horizontal line.

CAO

2015-12-15

Date