



Policy number: P2022-09	Departments: HR	Policy Source: HR
Vacation, Special Leave & Employee Recognition	Authorised by: Council Signature:	Date: 2022-06-16 Date Revised: Date Effective: Date to be Reviewed:

PURPOSE

To establish clear guidelines and criteria for the management of vacation leave and employee recognition.

POLICY

1. All full time or permanent employees shall be entitled to an annual paid vacation and must take vacation time off. All annual vacations are to be taken by the end of the December of the applicable year unless otherwise authorized by CAO. Considerations could include a carryover of unused vacation time to be taken for an extended holiday that must be taken the following year. This could also include the pay out of vacation time for any unused balance above the minimum standard as set by Alberta Human Resources and Employment which should only apply to employees whom have worked for the Village of Alliance for fifteen (15) or more years.
2. Annual vacation shall be scheduled and approved by the CAO before coming into effect and being taken by the employee.
3. A maximum of four weeks holiday may be taken at any one time.
4. If one or more paid holidays falls during an employee’s annual vacation period, another day or days may be added at the end of the vacation period or at another time authorized by the CAO.
5. Annual holidays shall be arranged so that the Foreman and the CAO are not away at the same time.
6. All employees are entitled to the following days off, as well as other days determined by a motion of Council:

New Year’s Day	August Civic Holiday	Victoria Day
Good Friday	Thanksgiving Monday	Labor Day
Canada Day	Christmas Day	Remembrance Day
	Family Day	Boxing Day



7. If extenuating circumstances require the employee to be at work, then the employee shall be paid time and a half for the hours worked.

8. **Vacations:**
 - After **1** year of employment, employees are entitled to **5 vacation days with pay**
 - After **2** years of employment, employees are entitled to **7 vacation days with pay**
 - After **3** years of employment, employees are entitled to **10 vacation days with pay**
 - After **8** years of employment, employees are entitled to **20 vacation days with pay**
 - After **15** years of employment, employees are entitled to **25 vacation days with pay**
 - After **20** years of employment, employees are entitled to **40 vacation days with pay**

9. Employee vacation time will be adjusted in accordance with this policy on January 1st of each year, based on number of years of service.

10. An employee may opt to take vacation pay in lieu of time off for up to 1/3 of vacation days.

11. Vacations must be given in one unbroken period unless the employee requests to take their vacations in shorter periods. This is permissible as long as those days are at least one day long.

12. Special Leave

- Full time employees may be granted special leave of absence with pay, up to a maximum of one week, in case of emergency, such as death or serious accident or illness in an employee's immediate family. Immediate family shall be confined to: wife, husband, children, mother, father, brother, sister, grand-parent, brother-in-law, sister-in-law, mother-in-law and father-in-law of such employee. Said employee must immediately notify the Mayor or the CAO by telephone or email when taking such leave.
- Leaves of one day or more for funerals, illness, accidents, etc. that are not immediate family (as define above) shall be deemed as a holiday of the employee unless authorized by Council or CAO. Such authorization may be by telephone or email and must have the approval of at least two members of Council and CAO.
- Leave of one-half day or less for funerals, illness, accidents, etc. that are not immediate family, shall be granted as authorized by Council or CAO, but shall be without pay.
- Leave of absence without pay may be granted to employees by CAO or Council.

13. Employee Recognition

Appropriate gifts shall be given at the following times:

- Staff/Council Sympathy Family \$50.00
- Staff/Council Illness \$50.00
- National appreciation weeks \$50.00