

## **Guideline for Administering Vacation Policy**

### Vacation Entitlement

Employees will earn vacation according to the Vacation Policy, their offer letter, or as stipulated within their Collective Agreement. The Town of Greater Napanee allows employees to access their full year's vacation entitlement on January 1 of each year, prior to employees accruing their full vacation entitlement.

### Vacation Carryover Guideline

It's important for employees to take time away from work, as such we expect and encourage all employees to use vacation in the year it is earned. However, on occasion, we understand unplanned situations may make it difficult for some employees to use all their vacation within the year. If an employee believes they will not be able to use all their vacation within the year, they are to inform their managers as soon as practicable. Managers have the discretion to allow for up to 7 days of vacation to be carried over to the next vacation year, however, the goal should be to use vacation within the year, and minimize any carryover. Vacation carryover must not create situations that adversely impact operations, create additional overtime, or otherwise constrain our ability to serve the Greater Town of Napanee.

Generally, to be eligible to carry over vacation an employee needs to have 15 or more days of vacation and must, at a minimum, use 10 days of vacation that year. Carryover of vacation should be used for exceptional purposes and not be the norm.

### Scheduling Vacation

Employees will normally be able to select and schedule their vacation with the mutual agreement of their Manager. However, while not normal practice, situations may arise where managers may need to exercise discretion to schedule employee vacation time to meet operational needs and to ensure vacation time is used within the allotted time period.

## **Vacation Payouts**

### Year-end Balance Payouts

At the approval of the CAO or Designate; When an employee is not able to use all their vacation and plans to have in excess of 7 days carry over the additional vacation time can be approved for carryover or payout. If the additional time is carried over, a plan must be created to ensure minimal to no vacation is carried over that very next year. Approval for the CAO's vacation must come from the council.

### Exiting employee

Should an employee end employment with the Town of Greater Napanee, their vacation balance will be paid out on the next regularly scheduled pay date. Vacation will be paid out on a prorated basis, meaning only vacation time earned is eligible for payout. For the purposes of calculating vacation entitlement vacation will be accrued daily, or as defined by their Collective agreement or Employment agreement.