



Subject:	Annual Holidays
Type:	Employees
Authority:	Approved by Council: December 13, 2017

### **Policy Regarding Annual Holidays**

Policy No. 300-3, being a Policy establishing years in which employees are eligible for additional holidays and how they are paid.

Every employee working for the Town of Lampman is entitled to:

1. Two (2) weeks annual holidays in the first year of employment with the Town of Lampman if hired before June 1<sup>st</sup> of any year; and one (1) week annual holidays if hired after June 1<sup>st</sup> in any year; and that any unused holidays in the first year are not eligible for holiday pay if not used. Employment commencement is the date of being classified as a permanent employee.
2. Three (3) weeks holidays in each year of employment up to ten (10) years or 3/52 holiday pay for hourly workers.
3. Four (4) weeks annual holidays on the tenth (10<sup>th</sup>) anniversary date of employment or 4/52 holiday pay for hourly workers.

4. Five (5) weeks annual holidays on the fifteenth (15<sup>th</sup>) anniversary date of employment or 5/52 holiday pay for hourly workers.
5. Six (6) weeks annual holiday on the twentieth (20<sup>th</sup>) anniversary date of employment or 6/52 holiday pay for hourly workers.

All employees shall be entitled to holidays as specified above.

All employees' annual holidays shall be used by December 31<sup>st</sup> of each year. If the holidays are not used by December 31<sup>st</sup> of each year, all remaining holidays shall be paid out at rates specified above times percentage of time worked if part-time.

Salaried employees shall be calculated as follows:

Monthly salary x 12 months/251 working days x days

Holidays must be requested in writing to the employee's immediate supervisor a minimum of five (5) days prior to the requested holiday, unless it is of an emergent nature.

Any days taken off work by any employee shall be classified as a "holiday" or "sick day", thereby reducing their eligible holidays or sick days accordingly.

Council may by resolution authorize a carryover of holidays on an individual basis for a specified reason. Any carryover of holidays shall be at Council's sole discretion.