

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: March 5, 2012	Revised date: December 12, 2018
	Policy No. 300-3 Annual Vacation	

Town of Lampman

Policy No. 300-3 Annual Vacation

December 12, 2018

**1. Vacation Entitlement**

- 1.1. Regular vacation will be earned on the following basis:
  - a. 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 vacation pay-out if not used.
  - b. Three (3) weeks vacation in each year of employment up to ten (10) years or 3/52 vacation pay for hourly workers.
  - c. Four (4) weeks annual vacation on the tenth (10<sup>th</sup>) anniversary date of employment or 4/52 vacation pay for hourly workers.
  - d. Five (5) weeks annual vacation on the fifteenth (15<sup>th</sup>) anniversary date of employment or 5/52 vacation pay for hourly workers.
  - e. Six (6) weeks annual holiday on the twentieth (20<sup>th</sup>) anniversary date of employment or 6/52 vacation pay for hourly workers.
  - f. Employees who begin working with the Town of Lampman shall have their vacation entitlements pro-rated to reflect their start date, for the first year.
  
- 1.2. All vacation must be taken within 12 months of the vacation entitlement date.
  
- 1.3. Employees who have had breaks in service (other than for vacation or approved leaves of absences) will have their most recent hire date used to calculate vacation entitlement.

**2. Vacation Requests**

- 2.1. All vacation requests are subject to approval by the Administrator, therefore vacation plans should not be finalized by the employee until vacation approval is given.

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- 2.2. Outside employees are required to get the signature of the Foreman on their vacation request before submitting them to the Administrator.
- 2.3. Vacation days can be taken in half-day increments.
- 2.4. Requests are processed on a first come first served basis, based on business needs to ensure appropriate coverage.
- 2.5. Vacation requests must be in writing, a minimum of five (5) days prior to the requested vacation unless it is of an urgent or emergency nature. Please use the leave request form (located end of this policy).
- 2.6. In a case where the Foreman or Administrator is unavailable, employees may make the request to the Assistant Administrator.
- 2.7. If time off is needed in the case of an emergency, permission may be granted verbally. Written notice should be still provided as soon as possible to the Foreman or Administrator upon the employee's return to work.

**3. Vacation Accrual**

- 3.1. Employees may carry over three (3) days vacation into the next year if requested in writing.
- 3.2. Special exceptions to carry over additional days may be requested, however, discretion is left to Council to approve or deny carry-over requests.
- 3.3. If an employee is accruing too much vacation time and not taking it, management may request that the employee take their vacation time. If the Town requests that the employee take their vacation, the Town will provide the employee at least four weeks written notice before the employee's vacation start date.
- 3.4. To understand the dollar amount of your accrued vacation pay, please see the Administrator. Vacation pay is based on your earnings as defined by Saskatchewan Employment Standards.

**4. Vacation Time and Overtime**

- 4.1. There will be no additional costs incurred to prepare for or cover vacations; unless approved in writing by management.

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**5. Time off Without Pay**

- 5.1.** Leaves without pay that do not fall within the statutory leaves of absence without pay (as dictated by Provincial legislation) will be considered under exceptional circumstances only once all vacation time accrual has been used. Leaves are not guaranteed and may be denied.
- 5.2.** For additional information regarding leaves of absence see Policy 300-7 Leaves of Absences With and Without Pay.

Document Revision History:

<b>Document Title</b>	<b>Revision Date</b>	<b>Approved By</b>
Policy No. 300-3 Employee's Holidays	March 5, 2012	Council
Policy No. 300-3 Annual Holidays	May 11, 2016	Council
Policy No. 300-3 Annual Holidays	January 11, 2017	Council
Policy No. 300-3 Annual Vacation	December 13, 2017	Council
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## Town of Lampman Request for Time Off

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date(s)  
Requested: \_\_\_\_\_

Reason (Circle One):                      Sick Day                      Vacation

Supervisor authorized: \_\_\_\_\_

Administrator authorized: \_\_\_\_\_