

CITY OF MELFORT POLICY MANUAL

<i>POLICY TITLE:</i> Leave - Vacation	<i>POLICY NUMBER:</i> 1.6.58	<i>EFFECTIVE DATE:</i> May 1, 2001
<i>ORIGIN:</i> City Manager	<i>ADOPTED BY COUNCIL ON:</i> November 29th, 1994	<i>DATE AMENDED:</i> May 14th, 2001 February 13, 2012

1. PURPOSE:

To provide employees with time off with pay in recognition of their length of service and performance and to ensure that annual vacation entitlements are consistently applied by all city departments.

2. ELIGIBILITY:

Vacation entitlements shall be earned in accordance with the provisions of the current collective agreement. Vacations should be taken in the year they are earned. In unusual circumstances, unused vacation days, with the permission of the department head, may be carried over to April 30th of the year following the date in which they are earned.

3. INELIGIBILITY:

Seasonal, Part Time, Temporary and Casual employees will receive vacation pay with each cheque and are not entitled to paid holidays.

4. VACATION SCHEDULE:

Vacations for eligible employees shall be scheduled by the department heads so as to minimize the disruption of operations.

Written requests for vacation must be submitted to the department head for approval by no later than February 28th of the year in which the vacation will be taken. Vacation requests received by February 28th will wherever possible be awarded on the basis of seniority. Management will make every effort to accommodate employees' preference while minimizing the operational disruption of city operations. Where conflicts arise, the individuals affected will be requested to make compromises. If an acceptable compromise can't be agreed upon, Department Heads will make the final approval of the vacation requests. It is preferable that Christmas and Easter vacation be approved on a rotational basis to be fair to all staff.

Under special circumstances, and with the approval of the Department Head, the scheduled holiday may be altered, provided the requested change is received in writing at least two weeks prior to the scheduled event and provided the request does not disrupt business operations.

Written vacation requests received after February 28th will be granted on first come first served basis with no reference to seniority.

All employees shall be allowed time off work with or without pay for their vacation entitlement and, except in unusual circumstances, **shall not** have the option of accepting cash in lieu of time off.

Department Heads shall submit their vacation requests to the City Manager for approval.