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## Hastings Highlands Public Library

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**Area:** Human Resources  
**Policy Title:** Vacation Pay  
**Policy Number:** HR-14A

**Initial Policy Approval Date:** September 12, 2016  
**Last Review:** February 23, 2021  
**Year of next review:** 2025

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The CEO or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Public Library as a whole.

**PROCEDURE:**

1. Consult Individual Employee Agreements and the appropriate Collective Agreement for both will prevail upon and supercede this policy.
  
2. The following schedule is used to calculate vacations for **full time** employees:
  - (a) Upon hire, vacation will accumulate at the rate of one (1) day per month for each full calendar month, up to December 31st .
  - (b) Beginning January 1st of the vacation year during which the employee will complete one (1) full year of employment, the employee shall be entitled to two (2) weeks' or ten (10) working days' vacation with pay.
  - (c) Beginning January 1st of the vacation year during which the employee will complete four (4 ) years of employment, the employee shall be entitled to three (3) weeks' or fifteen (15) working days' vacation with pay.
  - (d) Beginning January 1st of the vacation year during which the employee will complete eight (8) years of employment, the employee shall be entitled to four (4) weeks' or twenty (20) working days' vacation with pay.
  - (e) Beginning January 1st of the vacation year during which the employee will complete fifteen (15) years of employment, the employee shall be entitled to five (5) weeks' or twenty-five (25) working days' vacation with pay.
  - (f) Beginning January 1st of the vacation year during which the employee will complete twenty-five (25) years of employment, the employee shall be entitled to six (6) weeks' or thirty (30) working days' vacation with pay.
  - (g) Upon termination of employment or if an employee transfers to part-time employment, the employee is paid the pro-rated monthly portion of unused vacation that was credited on January 1st. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1st.
  - (h) An employee may carry the equivalent of one (1) year's vacation to the subsequent year. The carried over vacation being one (1) year's earned must be used in the subsequent year. All requests to carry

vacation earned to the next year must be submitted by December 1st of the year earned to the employee's CEO for approval.

3. In the case of a newly recruited employee with significant relevant experience, the Chief Executive Officer in consultation with the Board and Council has the discretion to adjust the starting vacation entitlement. An Employment Agreement shall be developed between the newly recruited employee and the Library.

4. For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked.

5. Length of service on active payroll is given consideration in choice of vacation periods.

6. If the vacation entitlement is equal to more than five days, at least five vacation days shall be taken in a period of consecutive days and the remaining vacation days may be taken in a separate period of consecutive days in accordance with the Employment Standards Act, 2000.

7. Vacation entitlement requests less than five days will be deterred. Consideration will be determined based on the overall operation of the library. All requests with the approval of the CEO.

8. Consecutive earned vacation periods of more than one (1) week will be deterred throughout the summer months (e.g. July 1st to August 31st). Consideration will be determined based on the overall operation of the library. All other months within the calendar year may allow consecutive earned vacation periods of more than one (1) week. All requests must be approved by the CEO.

9. All vacation requests must be in writing, and submitted electronically with hard copy to the CEO to be received by the deadline date provided on the vacation request in each given year for approval by CEO.

10. Any amendments to approved vacation requests must be submitted fourteen (14) days prior to the scheduled vacation in writing for approval by the CEO.

11. While on active payroll, employees are not permitted to take cash in lieu of vacation except upon termination of employment, unless under extenuating circumstances and then with the approval of the Chief Executive Officer.

12. Vacation periods that fall within a Statutory or Paid Holiday period shall be extended by the amount of the given holiday and shall be scheduled on the working day immediately before or following the holiday.

13. Sick leave may be substituted for vacation leave where the employee can establish, by doctor's certificate, that an illness or accident occurred while on vacation.

14. Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.

15. If an employee is off on Employment Insurance Short-Term disability and returns to work through participation in a modified work program but is unable to return to full hours, the employee's vacation entitlement is pro-rated as per the Employment Standards Act, 2000.

16. Under no circumstances, e.g. Retirement, shall vacation credits exceed the allotment stated in this policy under Section 5. (h).