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## Hastings Highlands Public Library

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

**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. For part-time employees, paid vacation time is pro-rated based on the number of hours worked, divided by 1875 hours. (See Article 13.02 of the Collective Agreement between The Corporation of the Municipality of Hastings Highlands and CUPE Local 1306.7)
  - (a) After one (1) year's work (1,875 hours) receive four percent (4%) vacation pay.
  - (a) After five (5) year's work (9,375 hours) receive six percent (6%) vacation pay.
  - (b) After ten (10) year's work (18,750 hours) receive eight percent (8%) vacation pay.
  - (c) After fifteen (15) year's work (28,125 hours) receive ten percent (10%) vacation pay.
  
3. Seniority is given consideration in choice of vacation periods.
  
4. Consecutive 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 vacation periods of more than one (1) week. All requests need to be approved by the CEO.
  
5. 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.
  
6. Any amendments to approved vacation requests must be submitted fourteen (14) days prior to the scheduled vacation in writing for approval by CEO.
  
7. If a statutory holidays falls within a vacation period, the staff member will be paid for the statutory holiday.