

HR-23	VACATION LEAVE		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1999, 2003, 2006, 2011, 2012, 2016, 2018, 2021	NEXT REVIEW	2026

**1. PURPOSE**

This policy provides details on the vacation leave or vacation pay available to Library employees.

**2. SCOPE**

This policy applies to Library employees. The Chief Librarian is responsible for the administration of this policy.

**3. DEFINITIONS**

**Leave Coverage Shift** - Shifts that are filled on an on-call basis to cover the leave of a Regular Employee.

**4. VACATION LEAVE**

a. Regular Full-Time employees shall receive annual paid vacation time, shown in days, according to the following schedule:

Year	Regular Staff	Deputy Librarian	Chief Librarian
Years 1 - 3	15	17	20
Years 4 - 6	17	20	25
Years 7 - 13	20	25	30
Years 14 - 20	25	30	35
Years 21+	30	35	40

- i. The vacation entitlement for employees hired prior to 1 January 2022 shall have their accruals adjusted to reflect the current schedule.
- b. Regular Part-Time Employees will receive vacation time prorated to the full-time equivalency (FTE) of their regularly scheduled hours. Adjustments to vacation entitlement that need to be made because of a permanent change in their FTE will take effect in the calendar year following the change.
- c. Vacation entitlement accrues based on completed continuous years of service. This is calculated from the first date of employment, less the period of any Pregnancy/Parental Leave or unpaid General Leave of Absence taken, calculated in monthly increments, or from the date of last rehire if the employee previously left the employ of the Library.
- d. In the first calendar year of service, vacation entitlement will be pro-rated on the basis of each month, or portion of a month greater than one-half, worked.
- e. Permission may be granted, upon request to the supervisor, to carry up to one week of vacation entitlement into the following year. Such carried over vacation shall be paid at the rate it was earned. This accrued vacation must be used first in the ensuing year.
- f. In the event that an employee is hospitalized as an in-patient while on vacation, the days while hospitalized may be deducted from the sick leave allotment upon request of the employee and on the production of medical evidence.

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- g. Employees who leave the service of the Library shall receive vacation pay for the calendar year in which the termination occurs on the basis of one-twelfth of their vacation entitlement for that year for each month or portion of a month greater than one-half worked. In all cases of termination adjustments will be made for any overpayment of vacation.
- h. In lieu of accruing vacation time, Temporary and Casual Employees shall receive vacation pay in accordance with the *Employment Standards Act*.

**RELATED POLICIES**

HR-26                      Leaves of Absence