



Corporate Policy Manual

Sub Topic:	Vacation	Policy No.	3-01
Topic:	Vacation	Employees Covered:	All Regular Full-Time Non-Union Salary & Hourly Employees
Section:	Human Resources	Council Adoption Date:	June 23, 2014
Effective Date:	April 1, 2005	Revision No:	001 Date: May 9, 2005 002 January 1, 2015

Policy Statement & Strategic Plan Linkages

The Town of Newmarket recognizes the need for regular rest and recreation, which contributes, to the well being of all employees. The Town therefore supports annual vacations that provide the opportunity for a change of environment and encourages employees to take their vacation time in full each year.

Purpose

The Town of Newmarket will provide all eligible employees with annual paid vacation in accordance with the following procedures.

Definitions

Vacation year

The Town's vacation year coincides with the calendar year, i.e., January 1 to December 31.

Banked vacation day

Vacation days earned but not used within the calendar year. A banked vacation day has no cash value.

Vacation with pay

Vacation days shall accumulate on a monthly basis. Prior to the completion of (1) year of service, employees will be entitled 15 vacation days per month pro-rated over active full months of service.

Employees with 1 Year or > 1 Year Service as at December 31

Employees with one (1) year or greater service shall be entitled to vacation in accordance with the following schedule which is based on a 35 or 40 hour work week, as applicable.

Adjusted January 1, 2015

Completed years of service as of December 31	Days
Up to 3	15
4	16
5	17
6	18
8	19
9	20
11	21
13	22
15	23
16	24
17	25
18	26
19	27
20	28
21	29
23	30
25	31

Employees will be allotted their full vacation entitlement on January 1 in the year in which their hire date falls, in accordance with the foregoing vacation schedule. Therefore, based on when an employee's hire date falls, unearned vacation days may be advanced; however, any unearned vacation days thus advanced and taken will be deducted from the employee's final pay upon termination.

Notwithstanding the foregoing Vacation with Pay Schedule, certain positions shall be entitled to Management Compensation Lieu Days in accordance with Policy No. 3-02.

Procedures

1. All vacation entitlements must be taken during the Calendar Year (between January 1 and December 31) in the year earned. Notwithstanding the foregoing provision, if extenuating circumstances prevail, an employee may be allowed to take vacation days earned, up to March 31st of the following year with the approval of the Director or designate.
2. Employees may bank a maximum of 5 (five) vacation days for an indefinite period, with the approval of the Director or designate. The banked vacation days carry no cash value and may not exceed 5 days. If an employee takes a portion or all of the 5 days, he/she may continue to bank any unused vacation days to a maximum 5 days. The newly banked days will be available to him/her for an indefinite period while they are regular

- full time employees accruing vacation. Upon cessation of employment, the banked days will be treated in the same manner as time in lieu.
3. Vacation requests shall be submitted to and approved/arranged by the respective Supervisor/Manager/Director/Commissioner/CAO or designate, as appropriate. The timing of vacations shall be arranged to reflect the employee's request, to the extent possible, taking into account operational and staffing requirements and departmental workloads.
 4. Vacation time may be taken in increments of one-half day or one day, to a maximum of 10 full, consecutive days. Requests for vacation time exceeding 10 full consecutive days must be by approval of the Director or designate. For calculation purposes, Town observed Paid Holidays and Statutory Holidays will not be included in the computation of the said ten consecutive days.
 5. For the purpose of vacation entitlement calculation, any employee having continuous service in a part-time, casual, temporary or contract position, who is subsequently appointed to a full-time position with no break in service, shall be credited with vacation in accordance with the aforementioned vacation schedule. Full time temporary/contract employment will be credited in accordance with the employee's hire date. For other than full time, vacation entitlement will be calculated based on 1,820 hours (35 hour work week) = 1 year of service
 6. When an employee is absent due to an illness requiring confinement and/or hospitalization so certified by a medical practitioner, falls during an employee's vacation leave, vacation time will be credited back to the employee, at the employee's request.
 7. On termination, including retirement, employees will be paid all unused, earned vacation on a pro-rated basis in accordance with the Employment Standards Act. Conversely, any unearned vacation days or half-days that were advanced and taken will be deducted from the employee's final pay.
 8. Employees away on unpaid leave of absence, (except in the case of maternity/parental leave), shall be entitled to take vacation days pro-rated in accordance with their leave. For example, a 15 year non-management employee who would normally be entitled to 22 vacation days and who is actively at work for 4 months of the calendar year, but away on unpaid leave for the remaining 8 months of the year, shall be entitled to take the equivalent of 4 months' earned vacation, or 7.3 vacation days during that calendar year plus 1 floating holiday in lieu of Remembrance Day provided he/she was actively at work on November 11. ($22 \text{ days} \div 12 = 1.83 \text{ days per month}$, $1.83 \times 4 = 7.3 \text{ days}$)
 9. Notwithstanding this clause, anniversary dates for all employees on unpaid leave will remain the same, and all employees on leave, except those on *unpaid* personal leave, shall continue to accrue service for the

purposes of vacation entitlement. Vacation entitlement is prorated only for the years in which the unpaid leave occurs.