



SECTION 6: HUMAN RESOURCES
POLICY 6.10: VACATION

Passed:

Amended: 6.10.2 – September 28, 2016

6.10.1 Vacation Accruals

All new employees accrue vacation entitlement except for pages and casual employees. Pages and casual employees will be paid the appropriate vacation entitlement on each pay cheque. Current staff who do not accrue vacation may opt to accrue at any time. Staff who accrue vacation must have time accrued on his or her bi-weekly pay advice before vacation time can be taken.

6.10.2 Annual Vacation Entitlement

Pay Grade	Years of Service	Annual Vacation Days (based on 75 hours per pay period)	Approximate equivalent vacation percent (for part-time hours)
1-8, 13, 19	1-5 Years	15 vacation days	6%
	6-10 Years	20 vacation days	8%
	11- 15 Years	25 vacation days	10%
	16 – 20 Years	27 vacation days	10.5%
	21+ Years	30 vacation days	11.5%
9, 10, 18	1-5 Years	22 vacation days	8.5%
	6-10 Years	25 vacation days	10%
	11- 15 Years	25 vacation days	10%
	16 – 20 Years	27 vacation days	10.5%
	21+ Years	30 vacation days	11.5%
11, Library Director	1-5 Years	26 vacation days	10%
	6-10 Years	29 vacation days	11%
	11- 15 Years	29 vacation days	11%
	16 – 20 Years	31 vacation days	12%
	21+ Years	34 vacation days	13%

6.10.3 Vacation Carry-Over

All accruing employees may carry over the equivalent of one year and five (5) days of vacation entitlement from one anniversary year to the next. Exceptions may be made at the discretion of the Library Director. Accumulated vacation accruals will not be paid out unless employment is terminated.