

Vacation

Original Implementation Date: April 1, 1996 Approved by:
Date of Last Revision: January 18, 2021 Approved by: Jacques Dubé, CAO
Effective Date of Last Revision: August 1, 2021 Approved by: Jacques Dubé, CAO

1 – Policy Name

Vacation

2 – Purpose

The Municipality recognizes the benefits of providing employees with a break from work to refresh and re-energize themselves through time with family and friends, personal development, relaxation, etc. and provides approved paid leave for vacation. The intent is to provide job protection and salary continuance so employees can take time off from their job for the leave.

3 – Objectives

The objectives of this Policy are:

- To foster a workplace which supports employee wellbeing and psychological health.
- To encourage work-life balance.
- To support talent recruitment, retention and engagement.
- To provide workplace flexibility.
- To meet legislated requirements under the Nova Scotia Labour Standards Code.
- To treat employees in a fair and equitable manner.

4 – Scope

This applies to all permanent non-union employees. For the terms and conditions of employment for temporary non-union employees, refer to the policy Temporary Non-union Employees.

5 – Definitions

In the context of this document:

Full calendar year means January 1 to December 31, inclusive in a given year.

6 – Roles and Responsibilities

Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

Directors/Managers/Supervisors

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner.
- Adhering to legislated requirements.
- Ensuring leaves are accurately recorded.

Employees

Employees are responsible for:

- Scheduling and taking vacation as outlined in this Policy.
- Monitoring and managing their vacation bank to ensure vacation time is used in the calendar year.
- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves on a regular basis. It is understood that in certain circumstances (i.e. emergencies, etc.) advance notice may not be possible.

Human Resources

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy and any relevant legislation.

7 – Policy Regulations

A. Vacation entitlement is determined by the employee’s length of continuous service.

Length of Continuous Service	Paid Vacation Entitlement
After employment and for the remainder of the calendar year	1.25 working days for each month or partial month of employment
In the employee’s first to fifth full calendar year	15 working days
In the employee’s sixth to twelfth full calendar year	20 working days

In the employee's thirteenth to nineteenth full calendar year	25 working days
In the employee's twentieth year of employment and thereafter	30 working days

- B. Upon hire, directors may grant employees up to five (5) additional days of annual vacation entitlement in excess of the above table in consultation with Total Rewards.

Providing additional annual vacation entitlement beyond 5-days requires Executive Director approval.

Any subsequent increases in vacation entitlement will follow the table shown in section 7-A above. Providing additional vacation entitlement prior to the service milestone in the table in 7A will require Executive Director approval.

- C. Vacation may be taken on the assumption that employment will continue throughout the calendar year. An employee who takes vacation and terminates employment before the end of the calendar year is subject to have a prorated proportion of the vacation pay repaid to the Municipality.
- D. Vacation is to be scheduled by a director/manager/supervisor in consultation with the employee.
- E. Vacation must be taken in the current calendar year. However, an employee entitled to three (3) or more weeks of vacation will be permitted to carry over one (1) week of vacation into the following calendar year. Permission for such carry over must be approved by the director/manager/supervisor on or before December 1st of the current year. Vacation not used and not carried over will be lost. This means, for example, that employees on unpaid leave during the year (including pregnancy/parental leave) should schedule their vacation so as not to forfeit vacation unnecessarily.
- F. Where an employee's vacation cannot be scheduled due to unusual and unforeseen operational requirements, additional carry-over may be granted at the discretion of the Executive Director. Directors/Managers/Supervisors are required to make every effort to avoid this situation in order to ensure that employees are able to take vacation each year.
- G. Vacation entitlement will not be exchanged for money reimbursement except upon termination, at which time the Municipality will ensure the terminating employee is compensated for vacation earned up to the date of termination.

- H. In the event that an employee is hospitalized while on vacation, the period of vacation during which the employee was hospitalized, may, at the employee's request, be deemed to have been sick leave rather than vacation, provided the employee has sufficient sick leave credits available. Such requests by an employee must be made as soon as reasonably possible and proof of hospitalization may be required.

- I. In the event where it is reasonable to presume that an employee's vacation is significantly disrupted by a death in their family, the remaining vacation may, at the employee's request, be postponed and/or deemed to be bereavement leave rather than vacation, provided the employee has sufficient and appropriate leave credits available. Such requests by an employee must be made at the time of the death of a family member.

8 – Repeal

NA

9 – Effective Date

August 1, 2021

10 – Related Policies and Practices

Internal:

Sick Leave

Bereavement Leave

Temporary Non-union Employees

External:

Nova Scotia Labour Standards Code

11 – Policy Review

Review every 2 years.

12 – Contact

MyHR@halifax.ca or 902-490-6145.

13 – Attachments

NA