



SECTION: Human Resources

POLICY: HR 09

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VACATIONS AND HOLIDAYS

POLICY

VACATION

Employees will be entitled to paid vacation depending on their length of employment, number of months worked in a fiscal year, and their contracted work week hours.

Following is vacation eligibility based on a 37.5-hour workweek:

- In the first 3 years, vacation benefit is calculated at 9.375 hours per month worked (3 weeks based on 12 months of employment)
- After 3 years of service, the vacation benefit is calculated at 12.5 hours per month worked (4 weeks based on 12 months of employment)
- After 9 years of service, the vacation benefit is calculated at 15.625 hours per month worked (5 weeks based on 12 months of employment)
- After 15 years of service, the vacation benefit is calculated at 18.75 hours per month worked (6 weeks based on 12 months of employment)

HOLIDAYS

Contact Brant will grant the following eleven paid public holidays:

- | | |
|----------------|------------------|
| New Year's Day | Civic Holiday |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Christmas Day |
| Victoria Day | Boxing Day |
| Canada Day | |

PROCEDURE

VACATION

1. Employees will earn vacation in accordance with Board policy. The amount of eligible vacation per fiscal year is identified in hours at the beginning of the fiscal year, based on the projected number of months that will be worked and prorated for the employee's contracted hours in a workweek.
2. The vacation year runs from April 1st to March 31st. Vacations will be taken in the fiscal year that they are earned and will not be accrued.
3. An employee will report vacation time taken in hours on the monthly Attendance Report that is submitted to their supervisor.

- If an employee working a 4-day workweek schedules one day off, that day off is usually counted as approximately 9.5 hours. No compensatory time can be accumulated in a week where vacation time is taken.
4. Employees should coordinate and plan together for vacation and coverage of their workload and then submit their vacation request for approval to their supervisor. Requests for vacation should be submitted to their supervisor annually by December 31st for the following year.
 5. Employees will submit their vacation usage monthly to their supervisor using their Employee Attendance Record. Vacation usage will be tracked in hours.
 6. Employees who terminate in a given year and have taken more than their eligible vacation credits per months worked will have their pay for additional vacation time used deducted from their final pay. Employees who terminate in a given fiscal year and who have not taken their earned vacation credits per months worked will have such monies added to their final pay.
 7. Approval of vacation is at the discretion of the Chief Executive Officer and Manager of Service Coordination. Every effort will be made to accommodate staff equitably for vacation dates requested; however, due to workload considerations, it may not be possible to grant all the dates requested.
 - Contact Brant will ensure every employee has the opportunity to submit their vacation requests by December 31st for the following year before making vacation approvals.
 - After December 31st, requests for other vacation time will be considered on a first come, first served basis.
 - The summer months of July and August are often desired vacation time for employees; the Chief Executive Officer and Manager of Service Coordination will strive to equitably approve vacation requests for staff asking for vacation in these summer months, which may result in limiting the time an employee can take during the summer.
 8. The Chief Executive Officer has the discretion to negotiate an extra week at hire for leadership positions, or desired after skills, or to recognize experience. The subsequent increases in eligibility for vacation will follow policy.

PUBLIC HOLIDAYS:

1. Employees are eligible for the 11 paid public Holidays identified in Policy.
 - For full-time employees, all public Holidays are reported as 7.5 hours on the monthly Attendance Report.
 - Part-time employees' eligibility, whether the public holiday falls on a day that the employee would ordinarily work or not, will be based on the number of hours per week in their contract and prorated according to the Employment Standards Act. Public Holiday hours will be reported on the monthly Attendance Report according to the prorated amount provided by the Chief Executive Officer.
2. Employees are not to work on any of the public holidays, unless approved in advance by the Chief Executive Officer or Manager of Service Coordination.

3. If a full-time employee is required to work on a paid public holiday, the employee will be given 1½ days off in lieu thereof, unless the public holiday has been exchanged for another religious holiday.
4. Employees who observe religious holidays not coinciding with the paid agency Holidays will be granted a leave of absence by their supervisor based on one of the following:
 - a) without pay
 - b) using compensatory time
 - c) using vacation time
 - d) in lieu of a statutory holiday for which they will work instead.