



**SECTION: Human Resources**

**POLICY: HR 08**

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**VACATIONS AND HOLIDAYS**

**POLICY**

VACATION

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

PAID HOLIDAYS

Employees are entitled to the following 9 paid public holidays according to legislative requirements, as well the agency-provided paid Easter Monday and Civic Holiday:

- i. New Year's Day
- ii. Family Day
- iii. Good Friday
- iv. Easter Monday
- v. Victoria Day
- vi. Canada Day
- vii. Civic Holiday
- viii. Labour Day
- ix. Thanksgiving Day
- x. Christmas Day
- xi. Boxing Day.

**PROCEDURE**

**VACATION**

1. Vacation Eligibility: The vacation year runs for the fiscal year, from April 1<sup>st</sup> to March 31<sup>st</sup>. Employees will earn paid vacation in accordance with the following Board-approved guidelines based on a 37.5 workweek for a full fiscal year, or prorated according to the employee's contracted workweek and/or number of months worked in a fiscal year:

<b>Length of Employment</b>	<b>Vacation Calculation: Hours/Month Worked</b>	<b>Maximum Eligibility Translated in Weeks/Fiscal Year</b>
First 3 years	9.375	3
After 3 years	12.5	4
After 9 years	15.625	5
After 15 years	18.75	6

2. At the beginning of the fiscal year, the number of hours of vacation eligibility is identified in the employee's Attendance Record based on how many months are expected to be worked. If any employee leaves the agency before the end of the fiscal year, vacation eligibility will be recalculated based on time worked.

- 2.1. If the employee has unused vacation time, the supervisor will make arrangements with the employee to use the eligible vacation hours wherever possible; Contact Brant would pay the employee for any unused eligible vacation time on their final pay.
  - 2.2. Employees who terminate 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.
3. Vacation time must be taken in the fiscal year that it is earned and will not be accrued.
4. Employee Process to Request Vacation:
  - 4.1. Employees must coordinate and plan together for preferred vacation time and coverage of their workload.
  - 4.2. The employee will then submit their vacation request to their supervisor by December 31<sup>st</sup> for the next fiscal year for approval, or at any time following with the understanding that later requests for vacation will be considered on a first come, first served basis.
5. Vacation Approval: Vacation requires prior approval by the employee's supervisor. Approval of vacation is at the discretion of management.
  - 5.1. 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. The summer months of July and August are desired vacation time, which may result in limiting the time each employee can take during the summer.
  - 5.2. Employees will be notified of approvals within the first week of January for vacation requests submitted by December 31<sup>st</sup>.
  - 5.3. After the December 31<sup>st</sup> approvals are made, requests for vacation will be considered on a first come, first served basis.
6. Vacation Reporting: The amount of vacation hours eligibility is projected at the beginning of the fiscal year on the employee's Attendance Record.
  - 6.1. An employee will report vacation time taken in hours on their Attendance Report and submit the Report to their Supervisor in the first week of each month.
  - 6.2. Banked Hours cannot be accumulated in a week where Vacation time is taken. Refer to the *Hours of Work Policy* regarding Banked Hours, which may be granted when an employee works above their normal workweek.
7. The Chief Executive Officer has the discretion to negotiate an extra week at hire for management positions or to recognize experience for desired skills. The subsequent increases in eligibility for vacation will follow Board-approved guidelines for length of employment.

## **PAID HOLIDAYS:**

8. Employees are eligible for the 11 paid Holidays identified in this Policy.
9. Employees are not to work on any of the Public Holidays, unless approved in advance by their supervisor, and the employee agrees in writing.
  - 9.1. If an employee is required by Contact Brant to work on a Public Holiday, the employee will be given another 1 ½ paid days off in lieu which must be scheduled no later than three months following the earned public holiday.
10. Holiday Reporting:
  - 10.1. *Full-time employees:* All Holidays will be reported as 7.5 hours on the monthly Attendance Report.
  - 10.2. *Part-time employees:* All Holidays will be reported on the monthly Attendance Report whether or not the holiday falls on a day that the employee would ordinarily work; calculations for the reported hours for Holidays will be based on the employee's contracted workweek and prorated according to the Employment Standards Act:
    - The Chief Executive Officer will confirm the calculated prorated hours to the employee based on the number of average hours the employee worked in the preceding four weeks (which should be the contracted workweek hours), divided by 20; this calculation will be the number of hours to be reported on the Attendance Report for Holidays.