

**Title: Human Resources Management
Policy – Vacation Leave**

Policy No: 1983-04

**Approval: Town Council
Effective Date: February 22, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to provide paid vacation leave to its employees.

Purpose: To establish how and when paid vacation leave is granted to employees.

Principles:

1. All full time or permanent employees shall be entitled to an annual paid vacation and must take vacation time off. All annual vacations are to be taken by the end of December of the applicable year unless otherwise authorized by the CAO*.
*Considerations could include a carryover of unused vacation time to be taken for an extended holiday that must be taken the following year. This could also include the pay out of vacation time for any unused balance above the minimum standard as set by Alberta Human Resources and Employment which would only apply to employees whom have worked for the Town for fifteen or more years.
2. Annual vacation shall be scheduled by the responsible supervisor and approved by the CAO before coming into effect and being taken by the employee.
3. A maximum of three weeks holiday may be taken at any one time.
4. If one or more paid holidays falls during an employee's annual vacation period, another day or days may be added at the end of the vacation period or at another time authorized by the CAO.
5. Upon completion of one year of service, ten days (10) annually.
6. Upon completion of two years of service, fifteen days (15) annually.
7. Upon completion of eight years of service, twenty days (20) annually.
8. Upon completion of fifteen or more years of service, twenty-five days (25) annually.