

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** H00 – Annual Vacation  
**SOURCE:** Council Minutes  
**SECTION:** Report 10  
**DATE ENACTED:** October 23, 2006  
**DATE OF AMENDMENT:**

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**SUBJECT:**

**Annual Vacation**

**INTENT:**

To define the vacation entitlement for all employees.

**SCOPE:**

This policy applies to all permanent full-time employees.

**PROCEDURE / IMPLEMENTATION:**

**GENERAL**

1. The vacation year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>. An employee's eligibility for paid vacation shall be determined on January 1<sup>st</sup> based on their service date using the schedules included in this policy.
2. No employee shall be allowed to accumulate vacation and all vacation days must be taken during the same calendar year unless otherwise agreed upon by the employee's immediate supervisor.

If by the end of the calendar year any employee has not been able to schedule all the vacation time to which such employee is entitled, such employee shall be paid for the time off missed at the applicable daily salary rate for such employee at year end.

3. In May and October of each year, the Manager's will be provided with a summary of the outstanding vacation entitlement of their employees. The Manager's shall ensure that all outstanding vacation time is scheduled and taken within the calendar year notwithstanding section 2 above.
4. Once an employee's vacation has been requested and subsequently approved by the Employer, it shall not be cancelled, postponed, or interrupted by the Employer except in the event of a Municipal emergency

as defined in the Duties policy or in the event the employee has been summoned to testify as a Crown witness on behalf of the Town as outlined in the Leave of Absence policy. Should an employee's vacation be cancelled or postponed, the employer agrees to provide full reimbursement for any deposits, cancellation fees or other such expenses incurred by the employee for such action.

5. When in any year an employee ceases to be an employee of the Town prior to receiving his annual vacation in that year, he shall be given his normal vacation due him not later than 7 days of his resignation becoming effective or the next pay day at the rate prescribed in the entitlement section.

**VACATION ENTITLEMENT - NON UNION**

1. The annual vacation for each non- union employee shall be as follows:

On completion of six months service	- 1 week	
On completion of one years service	an additional week	4%
In the second calendar year	- 2 weeks	4%
In and after the third calendar year	- 3 weeks	6%
In and after the eighth calendar year	- 4 weeks	8%
In and after the fourteenth calendar year	- 5 weeks	10%
In and after the twenty-second calendar year	- 6 weeks	12%
In and after the thirtieth calendar year	- 7 weeks	14%

**VACATION ENTITLEMENT- UNION**

1. The annual vacation for each union employee shall be as follows:

After one year of continuous employment	- 2 weeks	4%
In and after the third calendar year	- 3 weeks	6%
In and after the eighth calendar year	- 4 weeks	8%
In and after the fourteenth calendar year	- 5 weeks	10%
In and after the twenty-second calendar year for Outside and Arena staff:	- 6 weeks	12%
In and after twenty-two (22) years continuous employment	- 6 weeks	12%

2. Vacation Pay – if requested in writing at least two (2) weeks in advance – shall be paid to all employees prior to their vacation with all normal deductions reflected on any such advance.