

**THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION**

**BY-LAW 05-04-191**

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A By-Law To amend the Human Resources Corporate Policies and Procedures for the Township of Whitewater Region

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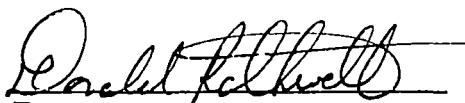
WHEREAS the Transition Board of the Township of Whitewater Region has enacted Human Resources Corporate Policies and Procedures for the Township of Whitewater Region;

AND WHEREAS it is deemed desirable and expedient to amend the said Human Resources Corporate Policies and Procedures for the purpose of amending an existing policy;

NOW THEREFORE the Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That Policy D-4 as originally set out in By-law 04-05-158 hereby be repealed.
2. That the following attached policies hereby be enacted as amendment to the Transition Board's Human Resources Corporate Policies and Procedures
  - #D-4 Vacation
3. That this By-law shall come into force and take effect January 1, 2005.

**READ** a first time, a second time and finally passed this third reading this *20<sup>th</sup>* day of *April*, 2005.

  
Reeve

  
Clerk

**POLICY: VACATION**

**#D-4**

**COVERAGE:** All Employees

**POLICY STATEMENT:**

Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Department.

**PROCEDURE:**

4. Consult the appropriate Union Contract for any deviations to this policy.

**Full-Time Employees**

5. The following schedule shall be used to calculate vacations:

Upon hire, vacation will accumulate at the rate of 0.83 days per month for each full calendar month worked up to December 31<sup>st</sup>.

Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete one (1) full year of employment, he/she will be credited with ten (10) working days of vacation leave.

Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete two (2) full years of employment, he/she will be credited with fifteen (15) working days of vacation leave.

Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete nine (9) years of employment, he/she will be credited with twenty (20) working days of vacation leave.

Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete fifteen (15) years of employment, he/she will be credited with twenty-five (25) working days of vacation leave.

Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete twenty-five (25) years of employment, he/she will be credited with thirty (30) working days of vacation leave.

Upon termination of employment or if an employee transfers to part-time employment, he/she is paid the pro-rated monthly portion of unused vacation that was credited on January 1<sup>st</sup>. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1<sup>st</sup>.

An employee may carry the equivalent of one (1) year's vacation to the subsequent year. The carried over vacation must be used in the subsequent year.

6. In the case of a newly recruited employee with significant relevant experience, the Chief Administrative Officer/Clerk, in consultation with the Chairperson of the Committee under whose jurisdiction the recruited position falls, has the discretion to adjust the starting vacation entitlement. The adjustment may be up to the maximum that the new recruit would have earned if he/she acquired all directly related experience as a Township of Whitewater Region employee.

**Part-Time Employees**

7. Vacation pay for part-time employees is in accordance with the Employment Standards Act, except that part-time employees, after one (1) year's work (1,840 hours) will receive six percent (6%) vacation pay; after eight (8) years' work (14,720 hours) will receive eight percent (8%) vacation pay; and after seventeen (17) years' work (31,280 hours) will receive ten percent (10%) vacation pay.

**General**

8. For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked (see Procedure No. 4 above).
9. All vacation is taken in agreement with the employee's supervisor. Length of service on active payroll will be given consideration in choice of vacation periods. All employees are entitled to two (2) weeks of earned vacation consecutively. Consecutive earned vacation periods of more than two weeks may be obtained with the expressed permission of the employee's supervisor.
10. Vacation requests must be in writing.
11. While on active payroll, employees are not permitted to take cash in lieu of vacation except upon termination of employment.
12. Sick leave may be substituted for vacation leave where the employee can establish, by Doctor's certificate, that an illness or accident occurred while on vacation.
13. Vacation pay shall be calculated at the rate effective immediately prior to the vacation period and full-time employees may receive their vacation pay prior to the beginning of their vacation period, provided that employees notify the pay office in writing three (3) weeks before the start of the vacation period.
14. Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.