



TOWN OF RAYMOND

Adopted By:

Policy Approval Date: March 5, 2013

Authority to Administer: CAO, Department Directors

Policy Number: GP - 2017-14

Policy Name

Annual Vacation Accrual Policy

Policy Purpose

The employees of the Town of Raymond may accrue vacation days based on the Collective Agreement and the Management Agreement only to the amount of five (5) days more than their annual vacation days allowed. The Town of Raymond is committed to providing employees with appropriate time off to use said accrued vacation days, but at times these accruals may exceed the allowable number of days and therefore this policy will address those accruing vacations over those allowable limits.

Policy Statement:

This policy shall:

1. Clarify allowable accrued vacation days for each employee of the Town of Raymond; and
2. Outline the method that will pay out the excess of accrued vacation days of employees.

The Town of Raymond will do its best to ensure that employees receive adequate time off for vacations during the year.

Policy Procedures:

Definitions:

1. Accrued Vacation Days – days that an employee accumulates during the year that are eligible for taking time off with pay.
2. Annual Vacations – this is outlined in the Town of Raymond current Collective Agreement Article 10 and in the Town of Raymond current Management Agreement.

Eligibility:

3. At the Town of Raymond all permanent employees are eligible to accrue vacation days up to the number of days available for the annual vacations plus five (5) days.
4. Non-permanent employees are paid a holiday pay with each pay period and thus do not accrue vacation days.
5. Prior to the final pay period in each calendar year, the Chief Financial Officer and the Director of Corporate Services shall review the remaining accrued vacation days available to each permanent employee. If an employee has accrued more than the

permitted amount of vacation days, they will be paid out for these days on their last pay cheque for the calendar year in which they were accrued.

6. However, an additional five (5) days may be accrued upon approval by the Chief Financial Officer or the Director of Corporate Services.