



Policy Type: **Human Resources**  
Policy Title: **Annual Vacation Policy**

Date of review/revision: January 24, 2018  
Date of original motion: May 26, 2014  
Year of Next Review: 2023

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with the provisions of the current Employment Standards Act, all employees of the Otonabee – South Monaghan Public Library shall, after one year of service, be entitled to a minimum of two weeks paid vacation.

1. All employees are entitled to an annual vacation with pay.
2. Employees are entitled to a minimum of 2 weeks (4%) of vacation time after 12-month full-time continuous service. The following schedule reflects an increasing amount of vacation based on years of library service:

Please note, this schedule was revised as of July 1<sup>st</sup>, 2014. A new policy was passed by the Otonabee South Monaghan Library Board stating that the maximum number of weeks of vacation will be 4 – until they have reached 25 years, at which time staff will receive 5 weeks’ vacation. This new policy pertains to all present and future staff.

Less than one year - Prorated 15 days by number of months work in the year

Years of Service	Weeks of Holidays	Percentage
1 - 4	2 weeks	4%
5- 11	3 weeks	6%
12 - 17	4 weeks	8%
18 - 24	4 weeks	8%
25 +	5 weeks	10%

3. Vacation time is eligible for use on the first day of the year in which it is earned.

#### **Vacation, Public Holidays and Leave (continued)**

4. Employees are expected to take their vacation within the year it is earned to enjoy the necessary rest and revitalization.
5. Employees must submit a vacation request for approval which is not confirmed until authorized by the CEO. Requests will be submitted to the CEO by February 1<sup>st</sup> of each year at which time a vacation schedule will be posted.
6. Vacation to which an employee is entitled may be taken in one unbroken period or several periods, however the CEO has the right to schedule vacations in accordance with operational needs.
7. If a public holiday falls during a staff member's vacation period, he or she is entitled to another day off.
8. Should a staff member fall ill immediately prior to or during his or her vacation, sick leave may substitute for vacation upon presentation of a doctor's note.
9. An employee leaving the library's service before having taken all of his or her allotted vacation shall be entitled to receive vacation pay for the unused balance of vacation in accordance with the provisions of the Employment Standards Act of Ontario.
10. If a staff member has taken more vacation than he or she has earned and leaves the library, payment to cover the unearned vacation will be deducted from his or her final pay.