

Passed By Council on:09/05/2000

Purpose

To provide for the orderly allocation, administration and disposal of annual vacation leave of unionized employees.

Policy Statement

Accrual

1. Every unionized employee shall receive an annual vacation with pay in accordance with the provisions of their collective agreement
2. For the purposes of calculating the amount of annual leave to which an individual is entitled, accumulated service with the City shall be established using the following rules:
 - a. Temporary, casual or summer employment shall not be counted as eligible service unless it is consecutive and continuous with permanent service - with a break in continuous service of less than 14 days not counting as a break,
 - b. All periods of permanent employment with the City shall be counted, no matter how they ended.
 - c. In cases where a permanent employee occupies a temporary, casual or summer position, that service shall be counted.
3. Unless the collective agreement specifically states to the contrary, vacation schedules are to be arranged so as to minimize conflict among employees, and to ensure the continuity of efficient operations. Particularly, employees in the Department of Public Works and Parks, Department of Engineering and Department of Recreation shall be limited as to vacation schedules during peak work seasons. Any such limitations shall be administered on an equitable basis.
4. Unless the collective agreement specifically states to the contrary, effective on 1 October 2000 advance Pay for Annual Leave shall only be paid:
 - a. if the unionized employee has specifically requested such advance payment in writing at least two weeks in advance of the pay day immediately preceding the commencement of the annual leave;
AND
 - b. providing the annual leave is for a period in excess of one working week.
5. No annual leave shall accrue for any calendar year (January 1 - December 31) in which a unionized employee does not work. (e.g. where an employee is on Worker*s Compensation Leave, Long Term Disability, etc.)

Disposal

1. Unionized employees who terminate shall be entitled to a pro-rata payment of salary in lieu of unused vacation, or pro-rata vacation days, at the employee*s option, on termination.
2. On retirement, a unionized employee shall be entitled to the same vacation, or vacation pay, which he would have earned if he had continued in employment to the end of the calendar year.
3. At the death of a unionized employee, annual leave entitlement accrued and not taken in years prior to the year of the death, plus remaining annual leave entitlement for the full year of the death shall be paid to the employee*s designated beneficiary or estate.

Application

Responsibilities

Department of Human Resources.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report, August 18, 2000; Regular Meeting of Council, September 5, 2000; Finance and Administration Standing Committee report March 15, 2001; Regular Meeting of Council March 26, 2001.

Review Period

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