Policy: 03-04-12
Excess Annual Leave Accumulation - Management

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Passed By Council on:29/06/1998

Purpose
To state the maximum amount of annual leave a management employee may accumulate

Policy Statement
1. A management employee shall be permitted to carry forward any unused vacation credits into another year provided that the amount does not exceed the employee's normal entitlement. Therefore, the maximum amount of unused vacation that will be due to a management employee at any time will be limited to twice his/her annual entitlement.
2. Department heads are to permit the use of such excess at a mutually agreed time.

Application

Responsibilities
Department heads, Human Resources Division

Definition

References/Appendix

Monitoring and Contravention

Approvals
Finance and Administration Standing Committee report May 28, 1998; Regular Meeting of Council June 8, 1998; Regular Meeting of Council June 29,

1998; Finance and Administration Standing Committee report - January 31, 2002; Regular Meeting of Council - February 11, 2002; Finance and Administration Committee Report November 3, 2016; Regular Meeting of Council November 7, 2016

Review Period

Back