

POLICY: **EXEMPT STAFF – VACATION**

POLICY #: **B-HR-06**

COMMITTEE:	Human Resources Committee	PASSED:	23 July 2015 To be effective one year following Policy Approval Date.
TOPIC:	Compensation and Benefits	AMENDED:	
		REVIEW PERIOD:	As required.

PURPOSE

This Policy prescribes annual vacation entitlement and usage for Exempt staff.

SCOPE

The Policy applies to all Exempt staff.

POLICY

Management exempt staff shall receive 25 days of annual vacation. Vacation may be scheduled after successful completion of the probation period. Vacation requested during the probation period may be approved from earned vacation and/or leave without pay. Vacation is prorated in the first calendar year.

An additional week of vacation shall be granted to Management exempt staff in lieu of normal overtime, in accordance with the Library’s EXEMPT STAFF – OVERTIME POLICY (B-HR-05).

Supplementary Vacation: An employee in their 11th calendar year shall be credited with 5 supplementary working days of vacation, and then every 5th year thereafter another 5 working days shall be credited.

Support exempt staff shall receive 15 days of annual vacation. Vacation may be scheduled after successful completion of the probation period. Vacation is prorated in the first calendar year.

Supplementary vacation: An employee in their 11th calendar year shall be credited with 5 supplementary working days of vacation. Every 5th year thereafter another 5 working days shall be credited.

Commencement Dates for Determining Annual Vacation entitlement may only be varied at the time of appointment with the approval of the Director of Library Services, in consultation with Human Resources.

ROLES AND RESPONSIBILITIES

The Director of Library Services shall be responsible for maintaining this Policy in consultation with the Library’s Human Resources Advisor.