

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: November 28, 2024
	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

Effective January 1, 2025: Management exempt staff shall receive 25 days of annual vacation up to and including the twenty-third (23rd) calendar year of service and thirty (30) working days of annual vacation during the twenty-fourth (24th) and all subsequent calendar years of service. 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 at the approval of the Director, Library Services. 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.

Effective January 1, 2025: Support exempt staff shall receive 15 days of annual vacation up to and including the seventh (7th) calendar year of service. Twenty (20) working days of annual vacation during the eighth (8th) up to and including the fifteenth (15th) calendar year of service. Twenty-five (25) working days of annual vacation during the sixteenth (16th) up to and including the twenty-third (23rd) calendar year of service and thirty (30) working days of annual vacation during the twenty-fourth (24th) and all subsequent calendar years of service. 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.