

**EXEMPT STAFF – VACATION**

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

**MANAGEMENT GUIDELINES**

**Scheduling and Usage**

1. Exempt staff with an annual vacation entitlement (including one week vacation in lieu of overtime) of over 20 days shall schedule and use a minimum of 20 days of vacation each year.
2. Exempt staff with an annual vacation entitlement (including one week vacation in lieu of overtime) of 20 days or less must use a minimum of 10 days’ vacation each year.
3. Exceptions to this requirement include:
  - Newly hired Exempt staff in the first year of employment,
  - Staff on WCB leave or medical leave and;
  - Exempt staff on maternity/parental leave.

Note: the first 20 (10) days of vacation entitlement must be used during the calendar year earned or the vacation days will be forfeited.

Vacation entitlement over 20 (10) days may be carried forward, paid out or banked as described below. Minimum vacation requirements under the *Employment Standards Act of BC* must be met.

**Unused Vacation**

Unused annual vacation credits at year-end will be (at the direction of the Exempt staff member to advise Payroll in writing) as follows:

- Carried forward,  
The maximum deferred vacation that may be accumulated at any one time is 20 days; and/or
- Paid out in the following calendar year.

Exemptions due to extraordinary or exceptional circumstances may be approved by the Director of Library Services in consultation with the Human Resources Department.