

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PE-10			Annual Vacations
Approval	D/M/Y	Resolution #	
Adopted	24/06/2002	02.192	
Amended	10.04.2017	17.143	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for administration of annual paid vacation for Town employees.

1. Policy

1.1 All permanent Employees shall be granted paid vacations of the following basis:

After One (1) years' service	Two (2) weeks with pay
After Two (2) years' service	Three (3) weeks with pay
After Five (5) years' service	Four (4) weeks with pay
After Twelve (12) years' service	Five (5) weeks with pay
After Twenty-two (22) years' service	Six (6) weeks with pay
For each Five (5) years over Twenty-two (22) years' service	One (1) additional week with pay

1.2 All casual and seasonal Employees shall be paid holiday pay on the basis of four percent (4%) of earnings.

1.3 Named holidays as per Policy PE-09 which fall during an Employee's vacation, shall be taken in addition to vacation either immediately prior to, or after said vacation.

1.4 The Town will calculate vacation on a January to December year. Each employee will receive notice of vacation accrued in December of each year.

- END OF POLICY-