

Operational Policy

Policy Title:	Applies to:		Reference #
Vacation Entitlement	All City Employees Excluding casual employees in CUPE Local 7, 21 & ATU		124-HR-17
Approved by:	Dates:		Total Pages
Executive Leadership Team	Effective:	23-Aug-2015	3
	Last Review:	01-April-2019	
	Next Review:	01-April-2021	
Authority:			
People and Organizational Culture			

1.0 Purpose

To outline the administration process that will be followed for determining employee vacation entitlement.

2.0 Scope

All Employees. Excluding casual employees in CUPE Local 7, 21 & ATU.

3.0 Definitions

Continuous Service: As defined in *Saskatchewan Employment Act (SEA)*, Subdivision 6, Annual Vacation 2-23.

“(a) an employee is considered to have completed a year of employment if the employee has worked for the employer or been in the employer’s service for a period of 52 consecutive weeks and during that period:

- (i) The employee has not for more than 26 consecutive weeks resigned, been terminated, been laid off or been absent from work; and
- (ii) The employee was absent for more than 26 consecutive weeks:
 - a. with the consent of the employer; or
 - b. on an employment leave.”

Annual Vacation Leave Credits: As defined in the OOS Guidelines and the respective Collective Bargaining Agreements (CBA’s) for CMM, CUPE Local 7, CUPE Local 21, ATU Local 588 and IAFF Local 181.

Service	Vacation Credit / Year (converted from per hour)
First 7 years	3 weeks
Start of Year 8 to end of Year 15	4 weeks
Start of Year 16 to end of Year 23	5 weeks
Start of Year 24 and thereafter	6 weeks

4.0 Policy

Service time for vacation entitlement purposes will be determined using the employee's original date or latest start date of hire as the Vacation Entitlement Date and applying the language in the SEA as the definition of continuous service. If an employee has a break in continuous employment of greater than 26 weeks that is not recognized by the language in the SEA, their Vacation Entitlement Date would be reset to their most recent date of recall/rehire.

Employee's status as permanent or temporary, as well as those employees who work a variable hours schedule will not impact their Vacation Entitlement Date.

Excluded:

Rehired City Pensioners (see Hiring A City Pensioner Policy)

CUPE Local 7 Casual Employees: Vacation entitlement will be administered as per the language under Article 6 (9).

CUPE Local 21 Casual Employees: Vacation entitlement will be administered as per the language under Schedule B (8).

ATU Casual Employees: Vacation entitlement will be administered as per the *Saskatchewan Employment Act*.

Note: If an employee bids out of a CUPE Local 7, 21 or ATU casual position, their prior continuous service time as a casual employee will be recognized for vacation entitlement purposes under this policy. They will be placed at the appropriate level of the Annual Vacation Entitlement schedule based on their continuous service with the City including casual service time.

5.0 Roles & Responsibilities

Management

- Ensure policy is adhered to. Any violation of this policy is to be addressed by management through the Corrective Discipline process.

People and Organizational Culture

- Develop and maintain this policy
- Manage and administer vacation entitlement banks
- Ensure policy intent and guidelines are communicated and adhered to by all Departments.

6.0 Related Forms

None Applicable

7.0 Reference Material

Saskatchewan Employment Act, Subdivision 6, Annual Vacation
 Out of Scope Guidelines
 Civic Middle Management CBA
 CUPE Local 7 CBA
 CUPE Local 21 CBA
 ATU Local 588 CBA
 IAFF Local 181 CBA

8.0 Revision History

Revision Timeline: Every two years

Date	Description of Change	(Re)-Approval Required (y/n)
01-April-2019	Full Review. Amendments: Referenced Hiring a City Pensioner Policy	Y
23-Aug-2015	Initial Release	Y