



## Vacation Entitlement (Non-Union)

<b>POLICY STATEMENT</b>	The City of Hamilton recognizes that adequate periods of relaxation and rejuvenation are important factors that contribute to employee health and well being. All employees are encouraged to schedule and take their annual vacation entitlement in the calendar year that it is earned.
<b>PURPOSE</b>	This policy identifies the terms and conditions related to vacation entitlement.
<b>SCOPE</b>	This policy applies to all full time permanent non-union employees and can be used as a guideline for vacation entitlement for temporary employment contracts.
<b>TERMS AND CONDITIONS</b>	

### Vacation Entitlement

The City of Hamilton provides paid vacation time in accordance with the following schedule, based on the employee's credited service. The vacation year is a calendar year which means that vacation is accrued and administered from January 1<sup>st</sup> to December 31<sup>st</sup>. Employees hired after the first working day of January receive a pro-rated vacation entitlement for the first year.

Eligibility for the full vacation entitlement in any year may be affected by any non-paid time experienced in the previous year and be pro-rated accordingly. This does not apply to pregnancy leave, parental leave, approved sick leave/WSIB or the Voluntary Leaves of Absence Program.

<b>Years of Service (in the year in which the employee completes)</b>	<b>Vacation Entitlement</b>
0 to 1 year of service	Days are prorated upon hire for each full month of employment
1 year of service	17 days
3 years of service	22 days
9 years of service	27 days
17 years of service	32 days
20 years of service	33 days
21 years of service	34 days
22 years of service	35 days
23 years of service	36 days
25 years of service	37 days
30 years of service	40 days



**Vacation Carryover**

The City of Hamilton encourages employees to take their entire vacation entitlement annually. However, there are circumstances where an employee may request and it is operationally feasible to carry vacation into the following calendar year.

Vacation Carryovers (5 day maximum)

Vacation carryovers of up to a maximum of five (5) days are permitted if approved by the employee's second removed supervisor or manager; in the case of senior management, approvals are by the City Manager

Vacation Carryovers (greater than 5 days)

Vacation carryovers greater than five (5) days to a maximum of one year's vacation entitlement, are considered in **extenuating circumstances only** (e.g. pregnancy or parental leaves, illness or WSIB absences, any other approved long term leave of absence or exceptional work commitments) must be approved by the General Manager or Executive Director.

Vacation carryover days are to be scheduled by March 31<sup>st</sup> of the following calendar year. All vacation entitlements (including any carryover days) must be used in the subsequent year to avoid forfeiture of unused vacation. The employee and his/her supervisor have a mutual responsibility to develop a vacation schedule that ensures all earned and carryover vacation is taken in a timely manner.

Vacation carryover must not accumulate to greater than twenty (20) days related to exceptional work commitments.

Vacation carryovers must be received by Human Resources by December 23<sup>rd</sup> of the current calendar year.

**Vacation Payouts**

Payments for unused vacation are permitted in **extenuating circumstances only**. These payments cannot cause budget deficits.

Vacation payouts related to pregnancy or parental leaves, illness or WSIB absences, or any other approved long term leave of absence are to be approved by the General Manager or Executive Director. .

All vacation payout requests greater than ten (10) days due to exceptional work commitments require approval of the City Manager.

Any unused vacation that an employee has earned, but not taken, prior to leaving the organization, will be paid out. Vacation payout requests must be received by Human Resources by December 23<sup>rd</sup> of the current

	calendar year.
<b>Vacation Recovery</b>	Any vacation that an employee has taken, but not earned, prior to leaving the organization, will be recovered on the final pay cheque.
<b>Vacation Scheduling</b>	Vacation times are scheduled to maintain the effective delivery of service and departmental operations. Vacation time is scheduled as early in the year as possible. The City of Hamilton reserves the right to schedule an employee's vacation to ensure it is taken before year-end.
<b>Status Changes</b>	<p>Union employees assuming a temporary non-union position, continuing to pay union dues, receive the appropriate union vacation entitlement.</p> <p>Union employees assuming a temporary non-union position and relinquishing entitlements to their union position have their non-union vacation entitlement prorated.</p> <p>Union employees assuming a permanent non-union position have their vacation entitlement prorated the year they move to the non-union position based on the following formula:</p> <ul style="list-style-type: none"> <li>▪ for the fraction of the year the employee holds the union position -- the corresponding fraction amount of the appropriate union vacation entitlement</li> <li>▪ for the fraction of the year the employee holds the non-union position – the corresponding fraction amount of the appropriate non-union vacation entitlement</li> </ul> <p>Part-time employees who transfer to a full-time non union position will have their service aggregated i.e. part-time hours are converted to full-time service to determine a new vacation eligibility date. Vacation in the year of transfer will be prorated accordingly.</p> <p>Non-union employees assuming a temporary union position, continue to receive the appropriate non-union vacation entitlement.</p> <p>Non-union employees that move to a permanent union position have their vacation entitlement prorated the year they move to the permanent union position.</p> <p>Non-union employees who use more than the prorated vacation amount do not repay the City, for any extra vacation used, when they assume the permanent union position.</p>
<b>RESPONSIBILITIES</b>	
<b>Human Resources</b>	o approve additional vacation entitlements beyond that specified in the

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	<p>policy, where necessary to attract a new employee that has a current vacation entitlement greater than that outlined in the policy</p> <ul style="list-style-type: none"> <li>○ inform all departments of their employees' vacation entitlements by the middle of February each year</li> <li>○ provide an 'outstanding' list of unreconciled vacations in the first week of January to all General Managers</li> <li>○ analyze vacation carryover and vacation payouts every year and prepare annual report for members of Senior Management Team</li> <li>○ administer all vacation payouts in January of the following calendar year to avoid overpayments</li> <li>○ make recommendations for any changes to the Non-Union Vacation Entitlement policy to Senior Management Team and Council</li> </ul>
<b>Department Management</b>	<ul style="list-style-type: none"> <li>○ consult with Human Resources prior to offering vacation entitlement that differs from the entitlement schedule, prior to point of hire</li> <li>○ encourage and support employees to use their vacation entitlement</li> <li>○ approve vacation carryover for unused vacation as per the provisions of this policy</li> <li>○ schedule employee vacation, when necessary, to meet operational requirements</li> <li>○ review and monitor employees' vacation record on a quarterly basis each year to ensure employees have entire vacation entitlement scheduled to the end of the year</li> </ul>
<b>General Managers</b>	<ul style="list-style-type: none"> <li>○ approve vacation carryovers and payouts related to illness, injury, maternity leave and other approved leaves in consultation with Human Resources</li> <li>○ approve vacation carryovers greater than 5 days that are due to exceptional work commitments and/or critical timelines</li> <li>○ advise City Manager of business case for vacation pay out greater than ten (10) days</li> <li>○ ensure reconciliation of any 'outstanding' vacations to a balance of '0' for all employees by the end of January each year. This deadline is critical for Payroll/Finance to implement any necessary accruals.</li> <li>○ review annual report prepared by Human Resources for any areas requiring closer management attention</li> </ul>
<b>City Manager</b>	<ul style="list-style-type: none"> <li>○ approve all vacation payout requests that are due to exceptional work commitments and/or critical timelines greater than ten (10) days.</li> </ul>
<b>Mayor and Members of Council</b>	<ul style="list-style-type: none"> <li>○ review and approve all requests for vacation carryover and payouts for their respective staff</li> </ul>
<b>HISTORY</b>	<p>The Vacation Entitlement Policy was drafted by Human Resources and approved by Council on 2002-05-29 as part of a series of non-union compensation policies post amalgamation.</p> <p>Revisions to this policy were made by Human Resources 2012-04-16 and approved by Senior Management Team 2012-04-26. Administrative</p>

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	revisions were made by Human Resources 2013-05-02 and approved by Senior Management Team 2013-05-10.	
<b>APPROVAL</b>	Council approved policy 2012-05-23	