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| LANARK COUNTY COMMUNITY JUSTICE | POLICIES AND PROCEDURES |
| **SECTION: HUMAN RESOURCES 2.14** | **DATE: August 25th, 2021** |
| **SUBJECT: VACATION** | **HISTORY** new policy spring 2018 |
| **PURPOSE:** To establish the number of days of paid vacation an employee is entitled to each calendar year |
| **POLICY:**Full-Time Employees start employment with 3 weeks of paid vacation which increases with number of years of continuous employment with LCCJ. Vacation is pro-rated to the number of hours in the employee’s employment contract, compared with a standard work week of 37.5 hours. |
| **PROCEDURE:** 1. For each of the first five years of employment, three weeks of paid vacation leave will be granted to each full-time equivalent staff person. This leave will accrue at the rate of 1.25 days per month worked
2. For each of the sixth to tenth years of employment, four weeks of paid vacation leave will be granted to each full-time equivalent staff person. This leave will accrue at a rate of 1.67 days per month worked
3. For the eleventh and subsequent years of employment, five weeks of paid vacation leave will be granted to each full-time equivalent staff person. This leave will accrue at a rate of 2.08 days per month worked
4. Part-time staff receive pro-rated vacation time based on the Calendar year. Casual staff will be paid 4% in lieu of vacation
5. All vacation must be approved by the supervisor. Staff must request vacation at least two weeks prior to taking the holidays. A supervisor may deny a request for vacation if its timing will conflict with the needs of the organization
6. Staff may request holidays that have not yet been earned in a Calendar year (eg. take all, or the majority of the year’s holidays during the summer.) If employment terminates prior to the end of the Calendar year, and unearned vacation has been taken, Staff repay the organization for the unearned vacation time
7. Vacation days are to be used in the Calendar year in which they were earned**. However, at the discretion of the HR Committee, Vacation days may be carried forward into the next calendar year.**
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