

Title: VACATION POLICY		Number: 8017
Reference: Board of Commissioners - September 10, 2007 Administrative Committee March 29, 2017	Adopted by City Council: September 17, 2007	Supersedes: August 23, 1993
Prepared by: HUMAN RESOURCES DEPARTMENT		

STATEMENT

THE CITY OF MEDICINE HAT IS COMMITTED TO COMPETITIVE TOTAL COMPENSATION PRACTICES AND SUPPORTING EMPLOYEE WELLNESS. ONE APPROACH WE USE TO SHOW OUR COMMITMENT IS BY PROVIDING VACATION BENEFITS AND ENCOURAGING EMPLOYEES TO USE THEIR ENTITLEMENTS.

PRINCIPLES

1. As part of our overall compensation strategy, the corporation will strive to ensure that vacation benefits are competitive for the purposes of recruiting employees (giving due recognition to the competitive labour market) and retaining employees (appropriately rewarding service to the organization).
2. Unionized employees will accrue vacation benefits according to their respective collective agreements.
3. Non-Union employees will accrue vacation benefits based on:
 - (a) Their actual service with the City of Medicine Hat (at rates competitive with other public service organizations); AND
 - (b) To better enable the attraction/retention of experienced staff in a competitive marketplace, new hires will be granted (for vacation purposes only) service credit for the lesser of their own past years of relevant work experience or the required experience detailed within the approved job description the new employee is being hired into both capped at a maximum of 10 years.
4. As part of our overall wellness philosophy, vacation time is intended to be utilized by staff on a yearly basis while balancing the corporate need to ensure continuity of operations.
 - (a) Management and staff share in a responsibility to ensure all vacation requests are received and scheduled in a timely manner.
5. In order to cap the liability associated with accrued but unused vacation entitlements plus afford a measure of flexibility to those employees who may choose to use less than their full vacation entitlement annually, procedures are established to provide payments-in-lieu-of-vacation in certain circumstances.

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ROLE OF COUNCIL

1. Receive, review, and adopt any recommended changes to the Vacation Policy and/or the Non-Union Vacation Entitlement Table.
2. Mayor, on behalf of City Council:
 - (a) Approve all attendance forms and vacation schedules for employees reporting to City Council.
 - (b) Ensure the Minimum Vacation Requirements are taken each calendar year by employees reporting to City Council.
 - (c) Review and approve any special exceptions to vacation entitlements or any other provisions herein for employees reporting to City Council.

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1. DEFINITIONS

- 1.01 Anniversary
The date used to establish the Vacation Entitlement.
- 1.02 Vacation Entitlement
Earned Vacation Leave based upon the applicable collective agreement or terms of these procedures.
- 1.03 Vacation Leave
Actual annual vacation leave taken with full pay based upon earned Vacation Entitlement.
- 1.04 Minimum Vacation Requirement
The minimum amount of vacation time that must be taken as actual time off of work during the calendar year.
- 1.05 Service Credit for past Work Experience
For the purposes of this policy, shall be deemed to be the lesser of a non-union employee's own past years of relevant work experience or the required experience detailed within the approved job description the new employee is being hired into both capped at a maximum of 10 years.

2. RESPONSIBILITIES

- 2.01 Chief Administrative Officer (CAO)
 - (a) Approve special exceptions to vacation entitlements or any other provision herein.
 - (b) Approve all attendance forms and vacation schedules for employees reporting to this position.
 - (c) Ensure that the Minimum Vacation Requirements are taken each calendar year by employees within departments that report directly to this position.
- 2.02 Board of Commissioners
 - (a) Make recommendations to City Council regarding any necessary changes, additions, and/or deletions to the Vacation Policy or the Non-Union Vacation Entitlement Table.
 - (b) Review, amend and adopt any recommended changes to the Vacation Procedures (except the Non-Union Vacation Entitlement Table).
- 2.03 Commissioners
 - (a) Ensure consistent application of the policy and procedures within their Division.
 - (b) Approve all attendance forms and vacation schedules for employees reporting to this position.
 - (c) Ensure that the Minimum Vacation Requirements are taken each calendar year by employees within their Division with consideration to operational requirements.
- 2.04 General Managers/Designated Officers/Managers and Non-Union Supervisors
 - (a) Ensure consistent application of the policy and procedures within their Department.

This policy is subject to any specific provision of *The Municipal Government Act* or other relevant legislation or union agreement.

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- (b) In conjunction with HR, recommend any appropriate exceptions in the application of this policy (through their respective commissioner as appropriate) to the CAO.
- (c) Approve all attendance forms and vacation schedules for employees reporting to this position.
- (d) Ensure that the Minimum Vacation Requirements are taken each calendar year by employees within their Department with consideration to operational requirements.

2.05 Employees

- (a) Ensure vacation is taken to meet the Minimum Vacation Requirements as called for within these procedures.
- (b) Provide vacation requests in a timely manner to Management for approval.
- (c) Accurately complete all attendance forms.

2.06 Human Resources Department

- (a) Administer, interpret and monitor the effectiveness of the Vacation Policy and Procedures.
- (b) Maintain accurate records of vacation accruals and usage for each employee and provide bi-monthly attendance reports to Commissioners, General Managers and Designated Officers.
- (c) Make recommendations in conjunction with departmental management to the CAO regarding any deviations from the terms and conditions of the Vacation Policy or Procedures.
- (d) Provide a report to the Board of Commissioners in the first quarter annually indicating those employees not taking their Minimum Vacation Requirement and the amount of vacation being carried over by the employee.
- (e) Process annual payments in lieu of vacation.

3. PROCEDURES

3.01 Vacation Entitlements

- (a) Unionized Employees – as per the applicable collective agreements. This policy will only apply in areas where the collective agreement is silent.
- (b) Non-Union Employees – as per the Non-Union Vacation Entitlement Table (refer to Attachment 4.01).
- (c) All Other Employees Not Covered by a Collective Agreement or Part of the Non-Union Group – as per Alberta Employment Standards.

3.02 Minimum Vacation Requirements/Vacation Carry-Over and Payments in Lieu of Vacation

- (a) In order to encourage employee wellness, all permanent employees shall take a minimum number of days of vacation each calendar year.
 - (1) For those earning an annual entitlement of three (3) weeks the Minimum Vacation Requirement shall be two (2) weeks.
 - (2) For those earning four (4) weeks or greater the Minimum Vacation Requirement shall be three (3) weeks.
- (b) Employees who have not scheduled the Minimum Vacation Requirement outlined in 3.02(a) shall have vacation scheduled by their supervisor.

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- (c) Employees are allowed to carry over their accumulated Vacation Entitlement from one calendar year into the next year up to a maximum of their current annual entitlement.
- (d) Employees carrying over Vacation Leave in excess of their annual entitlement shall receive a payment in lieu of vacation at an equivalent amount equal to the excess at the first payroll cutoff in April of the following year.
- (e) Employees who have not fulfilled the Minimum Vacation Requirements as stated in 3.02(a) are not eligible for any payment in lieu of vacation.

3.03 Scheduling Vacation

- (a) Vacation is to be approved by the supervisor prior to being taken by the employee.
- (b) Scheduling of vacation when the employee's accrued vacation bank is insufficient is discouraged.
 - (1) If the supervisor authorizes vacation such that it will place the employee into the position of a negative vacation bank, he/she must also require the form in Attachment 4.02 to be completed and retained on file indicating that the employee understands and agrees to have the City collect back any vacation used but not earned should the employment relationship end for any reason before the employee's vacation bank is brought back into a positive balance.

3.04 Sick Leave During Vacation

In the event an employee becomes sick and/or bereavement leave is taken while on vacation leave, the appropriate medical documentation shall be required by the Human Resources Department to credit the employee with appropriate additional Vacation Entitlements.

4. ATTACHMENTS

- 4.01 Non-Union Vacation Entitlement Table
- 4.02 Vacation Recovery Agreement

NON-UNION VACATION ENTITLEMENT TABLE

Vacation entitlement for all non-union employees will be determined by the following Council approved table and will be based upon Actual Service with the City and, if applicable, Service Credit for Past Work Experience (as defined in article 1.05).

Examples

1. Existing Group 2 employee with 15 years of CoMH service = 5 weeks vacation entitlement and advances to 6 weeks on 22nd anniversary.
2. New Group 3 employee with nil CoMH experience but 15 years of relevant past experience filling a position approved at 8 years of required experience = 8 years of Service Credit = 4 weeks vacation entitlement and advances to 5 weeks after 5 years of CoMH Service (8 years Service Credit plus 5 years actual Service).
3. Existing Group 2 employee with 3 years CoMH experience and 15 years of relevant past experience filling a position approved at 10 years of required experience = immediately improve to 10 years of Service Credit = 5 weeks vacation entitlement and advance to 6 weeks after 12 more years of CoMH Service.
4. New Group 3 employee with nil CoMH experience and only 5 years of relevant past experience filling a position approved at 7 years of required experience = 5 years of Service Credit = 3 weeks of vacation entitlement and advances to 4 weeks after 1 year of CoMH Service.

Group 1 – CAO and Commissioners

Annual Vacation Entitlement	Service / Service Credit
4 Weeks	From Commencement
5 Weeks	From 2 nd anniversary
6 Weeks	From 20 th anniversary

Group 2 – General Managers and Designated Officers Reporting to Council

Annual Vacation Entitlement	Service / Service Credit
4 Weeks	From Commencement
5 Weeks	From 10 th anniversary
6 Weeks	From 20 th anniversary

Group 3 – All other Permanent Non-Union Employees

Annual Vacation Entitlement	Service / Service Credit
3 Weeks	From Commencement
4 Weeks	From 6 th anniversary
5 Weeks	From 13 th anniversary
6 Weeks	From 20 th anniversary

Group 4 - Temporary Non-Union Employees

Entitlement	City of M.H. Service
Vacation Pay @ 4%	Less than 2000 regular hours paid with the City
Vacation Pay @ 6%	2000 or greater regular hours paid with the City



Medicine Hat
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Vacation Recovery Agreement

This agreement entitles The City of Medicine Hat to recover any portion of vacation requested, granted and not yet earned from _____
(Employee Name)

Should the named employee terminate employment for any reason before the vacation has been recovered, the amount owing at that time will be deducted from any final wages owing.

Unearned Vacation Dates _____

Total Unearned Vacation Hours _____

Hourly Rate of Pay _____

Total Amount of Recovery _____

(Employee Signature)

(Date)

(Supervisor / Manager Signature)

(Date)

(General Manager Signature)

(Date)

NOTE: Copy to be kept on file by the Department Supervisor / Manager and forwarded to Payroll if recovery is required.