

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES ANNUAL VACATION	SECTION: 7.14e PAGE: 1 DATED MAY 2002
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7.14e ANNUAL VACATION (Exempt)

- .01 Permanent employees shall be entitled to annual vacation pay as set out in this Article. The vacation entitlement is earned and taken on a calendar year basis.
- .02 Annual vacation shall be earned in accordance with the employee's years of service as set out below, and shall be taken in the subsequent calendar year.
- .03 Where an employee commences employment after the fifteenth day in a month, the employee's commencement date, for purpose of vacation entitlement, shall be the first day of the month following.
- .04 Subject to Clause 7.14e.09, permanent and probationary employees shall earn annual vacation credits on the following basis:
- (a) during the first calendar year of employment, or part thereof, at the rate of 1.7 work days per month of service;
 - (b) during the second to seventh calendar year of service, inclusive, at the rate of twenty (20) work days per year;
 - (c) during the eighth to fourteenth calendar year of service, inclusive, at the rate of twenty-five (25) work days per year;
 - (d) during the fifteenth and subsequent calendar year of service, inclusive, at the rate of thirty (30) work days per year.
- .05 Periods of annual vacation shall be scheduled by mutual agreement between the employee and the department head.
- .06 Where a Paid Holiday falls during the period of an employee's annual vacation, the employee's scheduled vacation shall be extended accordingly.
- .07 Calculations of vacation entitlement as set out in Clause 7.2.14.04 shall be reduced proportionately by the period of any leave taken without pay exceeding 30 calendar days.
- .08 Annual vacation shall not be calculated or taken for periods of less than one-half work day.

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.09 In lieu of the foregoing provisions of this Article, temporary employees, and pages shall receive pay in lieu of annual vacation, calculated on their normal pay, on the following basis:

- (a) 4% during the first through the fifth calendar years of service;
- (b) 6% during the sixth and subsequent years of service.

.10 Part-time employees may request pay out for vacation earned in excess of their regular vacation entitlement.