

POLICY STATEMENT AND REGULATIONS

Number: 800.16

EXEMPT STAFF VACATION and TIME OFF

Vacations are provided to ensure staff productivity and health is maintained at a maximum. Vacation time is negotiated with each offer of employment.

1. Exempt staff are allowed to carry forward a maximum of 2 weeks of vacation days into the next year.
2. The maximum amount of vacation approved at one time will be 20 days.
3. All exempt staff must receive prior approval for their vacation time from the Director or CAO.
4. Vacation accrual for exempt staff will cease and entitlements will be frozen if an absence, for any reason, of more than one hundred and eighty (180) calendar days occurs.
5. If not provided for in an employee's contract of employment, annual vacation accrual shall be in accordance with the following table:

Years of Service	# of days
During the 1st to the 5 th year of service	15 days
During the 6th to the 10 th year of service	20 days
During the 11th to the 15 th year of service	25 days
During the 16th to the 20 th year of service	30 days
After the 20 th year of service	30 days plus one additional day of vacation per year of service over 20 years to a maximum of 5 additional days .

The CAO may grant equivalent time off for excess overtime worked by exempt staff subject to documentation and reasons being provided by the employee. Time off in lieu of overtime granted to the CAO shall be approved by the Mayor.

Adopted: November 10, 2014