



## Town of Antigonish Vacation Policy

---

### Scope

The purpose of this policy is to provide a uniform procedure for vacation days for non-union employees of the Town of Antigonish and is adopted under authority of Section 65 (r) of the Municipal Government Act.

---

### Policy

1. All full-time non-union employees shall be entitled to receive vacation as follows:  
During the first year of employment: pro-rated at 1.25 days per month worked  
After one (1) year of employment: 15 days  
After five (5) years of employment: 20 days  
After ten (10) years of employment: 25 days
2. Pursuant to Section #1, Council may approve a separate vacation entitlement for newly hired employees such as Department Heads or the Chief Administrative Officer.
3. All part-time, seasonal or temporary non-union employees shall be entitled to receive 4% vacation pay added to their pay.
4. All employees will use their vacation allotment for the current year (January 1 to December 31) within that year.
5. Employees may carry over five (5) non-accumulative days vacation to the following year upon special circumstances. Employees must submit a written request for carryover of vacation to their immediate Supervisor and/or Department Head. If approved, the Department Head will submit the request to the Chief Administrative Officer for consideration. The Chief Administrative Officer has final approval of the request.
6. Employees shall not take vacation periods in excess of two (2) weeks at one time. Any request for extended vacation periods must be submitted in writing to their immediate Supervisor and/or Department Head. If approved, the Department Head will submit the request to the Chief Administrative Officer for consideration. The Chief Administrative Officer has final approval of the request.
7. Employees shall advise their Supervisor and/or Department Head of their vacation dates no later than April 30 of each year. If an employee fails to do so, vacation dates will be determined by the Supervisor and/or Department Head and the Chief Administrative Officer.
8. A one-time payout of vacation pay to all employees will be made at December 31, 2009, for vacation time not taken up to and including that period. This Section does not affect those employees on Workers Compensation or Long-term Disability Benefits. After this date, Section 7 will be strictly enforced.

9. When a designated holiday falls within an employee's approved vacation period, it will not count as a vacation day. The employee may:
- (i) take the next working day immediately following the designated holiday
  - (ii) take the next working day immediately following the vacation period
  - (iii) take another working day that is approved by the Supervisor and/or Department Head and the Chief Administrative Officer.
10. Any previous Vacation policies of the Town of Antigonish are hereby repealed.

**CAO's Annotation for Official Policy Book**

Date of Notice to Council Members of Intent

To Consider (Minimum 7 Days): November 16, 2009

Date of Passage of Current Policy: December 21, 2009

I certify that this Policy was adopted by Council as indicated above.

D. Kampen  
Chief Administrative Officer

Jan. 4, 2010  
Date