



To: Toronto Public Library Board – May 28, 2001  
From: City Librarian  
Subject: **Vacation Policy**

Purpose:

To establish a Vacation Policy for non-union employees of the Toronto Public Library.

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board adopt the *Vacation Policy* (Attachment 1) for non-union employees with an implementation date retroactive to January 1, 2001, and that the policy replace the previous vacation policies for non-union employees of the former Boards of East York, Etobicoke, Metropolitan Toronto, North York, Scarborough, Toronto and York.

Background:

Toronto City Council approved a *Vacation Policy* which applies to non-union employees excluding senior levels who are on contract, on October 3, 2000 (Attachment 2). The new policy is based on the policies of the former municipalities and replaces the policies that were in effect in those areas.

Comments:

A policy consistent with the City's policy is provided to the Board for approval.

The policy will take effect retroactive to January 1, 2001. In implementing the new policy, all non-union employees entitled to vacation in excess of vacation granted in the new policy will retain their previous entitlement.

Conclusion:

This policy forms part of the Library's ongoing efforts to harmonize the different policies of the former library systems in accordance with the City's approval of exempt staff policies.

Contact:

Anne Bailey, Acting Director, Human Resources, Tel: 416-397-5944, Fax: 416-393-7083,  
E-mail: [abailey@tpl.toronto.on.ca](mailto:abailey@tpl.toronto.on.ca)

Dan Keon, Senior Manager, Human Resources, Tel: 416-395-5850, Fax: 416-395-5925,  
E-mail: [dkeon@tpl.toronto.on.ca](mailto:dkeon@tpl.toronto.on.ca)

---

City Librarian

List of Attachments:

Attachment 1: Toronto Public Library Board Vacation Policy

Attachment 2: City of Toronto Vacation Policy