

**POLICY: VACATION POLICY**

**SECTION: II - General Policies – Human Resources**

**MOTION#/DATE: May 28, 2001**

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**Policy Statement**

The Toronto Public Library recognizes that employees need rest and recreation and encourages them to take their annual vacation entitlement in the year it is earned.

**Application**

This policy applies to non-union employees (excluding level 3 employees of the organization who are on contract).

**Conditions**

Vacation entitlement for full-time permanent employees is as follows:

- Three weeks for employees who have completed 1 year of service
- Four weeks for employees who have completed 9 years of service
- Five weeks for employees who have completed 17 years of service
- Six weeks for employees who have completed 22 years of service
- Seven weeks for employees who have completed 30 years of service in their 30<sup>th</sup> year of service only.

Note: Those employees who have already completed 30 years of service and did not receive 7 weeks vacation in their 30<sup>th</sup> year will be entitled to an extra week of vacation in the year that this policy is approved.

Employees should normally take vacation in the year that they earn it.

Employees should submit requests for vacation in writing to their supervisors. Vacation is approved by the director/manager or designate.

Employees are expected to schedule their vacation as far in advance as possible.

Supervisors are responsible for managing vacation schedules to ensure employees use their vacation before year-end.

Each division/department is responsible for the preparation of its own vacation schedules and may specify periods when vacations may not be scheduled because of operational requirements. Every effort shall be made to grant annual vacations on the dates requested by employees.

Vacation pay is at the regular base salary at the time the vacation is taken. Employees earning an alternative rate for a period of three continuous months prior to taking vacation receive vacation pay at the alternate rate, provided that the employee will continue the alternate rated position, on his/her return from vacation.

## **Implementation**

### *Payment of Vacation*

When employees have completed 6 months of their first year of service, they may apply to their director/manager or designate for 1 week's vacation before their anniversary date. If this is granted they receive the second and third week after the anniversary date. If the week of vacation is granted and the employee leaves the Toronto Public Library before completing 1 year of service, the value of vacation granted will be recovered from vacation pay owing upon termination.

Employees who have qualified for the three weeks vacation entitlement as above, will subsequently receive their annual vacation entitlement on January 1<sup>st</sup> of each calendar year.

The vacation entitlement for part-time employees are pro-rated based on their work schedules.

### *Termination of Employment*

If an employee leaves before completing 1 year's service his/her vacation entitlement is based on 4% of salary.

When an employee who has completed 1 year of service leaves employment after January 1<sup>st</sup> in any calendar year and before receiving vacation in that year, the employee will be paid any vacation owing from his/her previous year's service.

Where the anniversary date of an employee falls earlier in the calendar year than the date on which his/her employment ceases, the employee is entitled to receive vacation pay for the period between the anniversary date and the date employment ceases. The amount depends on the employee's vacation entitlement, as follows:

- 3 weeks vacation entitlement - 6% of basic salary
- 4 weeks vacation entitlement - 8% of basic salary
- 5 weeks vacation entitlement - 10% of basic salary
- 6 weeks vacation entitlement - 12% of basic salary

### *Retirement*

When an employee retires, he/she receives the current year's vacation entitlement balance that he/she has earned plus any balance carried forward from previous years plus an additional amount for the current year's service. This additional amount is pro-rated from January 1<sup>st</sup> in the year he/she retires to the employee's final working day at the Toronto Public Library. The employee receives 6%, 8%, 10% or 12% of basic salary depending on their vacation entitlement, (see above).

For example: an employee, who is eligible for 5 weeks vacation, retires on June 30<sup>th</sup> 2001. He/she receives the balance of vacation owing to him/her (current year's entitlement, plus carry-over, less time taken). In addition he/she receives 10% of his/her basic salary for 2001 calculated from January 1<sup>st</sup> to June 30<sup>th</sup>.

### *Postponement of Vacation*

Employees who are on scheduled vacations may postpone those vacations in the following circumstances:

- They become ill or are injured and require treatment in hospital (either in -patient or out-patient procedures)
- They are required to appear in court for jury duty or witness service

Employees must submit proof of illness or jury duty/witness service to their directors/managers or designates in order to receive approval for the postponement of the vacation and the vacation credits to be restored.

If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored.