

CALGARY FAMILY SERVICES

POLICY STATEMENT

Section: Human Resources
(Vacations)

Policy Number: HR-14 (Rev.1)

Rationale:

Staff in full-time permanent positions are entitled to an annual paid leave. The length of the vacation period corresponds to the employee's length of service. The Society seeks to acknowledge the valuable work of its staff while recognizing its obligation to ensure there is sufficient coverage throughout the year to maintain the Society's high calibre of services.

Policy Statement:

Employees are to be credited with their full annual vacation time January 1st of each year.

Annual vacation time shall be calculated using the employee's anniversary date.

Annual vacation leave cannot be carried over from year to year except in the case of a new employee who commenced work after July 1st in any year or should a compelling or compassionate reason arise such that the CEO approves an exception.

Paid vacation leave for all full-time permanent staff shall accumulate on the following basis:

- a) Fifteen (15) working days per year upon completion of one year of service;
- b) Twenty (20) working days per year upon completion of two years of service;
- c) Twenty-five (25) working days per year upon completion of fifteen years of service;
- d) Thirty (30) working days per year upon completion of twenty years of service.

Note: During the first year of employment vacation will accumulate at the rate of 1.25 days per month based on the employee's start date. Vacation rates of pay for employees who leave their employ prior to the completion of one year's service shall be dealt with on a statutory basis.

Vacation for permanent on-call and part-time staff is calculated on a proportionate basis against the standard schedule for full-time permanent employees.

The vacation arrangements for temporary staff shall be in conformance with Alberta's Employment Standard Code.

Related Legislation: Alberta's Employment Standard Code

Related Policy and/or Procedure: Policy HR-15

Chief Executive Officer's Authorization: _____ Date: _____

Board of Directors' Approval: President: _____ Date: _____