

Vacation Policy



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Human Resources	September 20, 2023	112-2023	1	2
Subsection	Repeals By-Law Number		Policy Number	
Non-Union Professional and Managerial Employee Group	153-2019		HR-3-2	

Policy Statement

The City of Kenora encourages and supports employees to rest, play, and take time away from work, and encourages them to take their annual vacation entitlement in the year that it is received.

Vacation entitlements, given to employees covered by this Policy, exceed the requirements of the Employment Standards Act, 2000. This Policy will be reviewed on a regular basis to ensure continued compliance with the Act.

Scope

This policy applies to all staff employed in non-union, and Professional and Managerial employee groups, subject to individual employment agreements.

Definitions

Regular Employee - Full-time or Part-time employees holding a position that is budgeted as part of the staff complement on an indefinite basis.

Temporary Employee - Full-time or Part-time employees hired on a fixed-term basis.

Service – The total calendar years worked with the City of Kenora based standard annual hours of 2080, includes those performing full-time, part-time, and seasonal work, commencing on the employee's most recent date of hire.

Entitlement – the annual vacation entitlement granted to an employee based on the employee's years of service.

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Entitlements

Entitlement for new hires will begin at three (3) weeks of paid vacation, adjusted for those working less than the standard annual hours of 2080, subject to the discretion of the Chief Administrative Officer

Vacation entitlements will be pro-rated in the Employee's first and last year of employment, based on their date of hire and/or departure from the service.

Employees will receive an additional week of paid vacation entitlement, up to a maximum of seven (7) weeks of vacation, in the employee's:

- Third (3rd) year of service
- Fifth (5th) year of service
- Tenth 10th year of service
- 15th year of service

Carry Over

Employees are approved to carry over five (5) days of vacation time to the next calendar year.

At the written request of the head of the Department, an Employee who has not been approved to take their vacation due to special or emergency circumstances will be able to carry over more than five (5) days of vacation.

Illness/Injury on Vacation

Employee's will have their vacation entitlements returned to them if they experience accident, injury, or severe illness while on vacation that required the employee to be hospitalized and/or medically restricted from normal activities.

An Employee will be required to provide medical documentation to support the return of the vacation entitlement.